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Comptroller and Auditor General's

Manual of Standing Orders

(Administrative)

Volume III

(First Edition)

**Issued by the Authority of the Comptroller and
Auditor General of India**

PREFACE

This Volume is a Compilation of the Recruitment Rules covering essential qualifications for recruitment to various posts in Indian Audit and Accounts Department and for promotions to higher posts and other conditions. The formats for the Confidential Reports on persons serving in the department, which were earlier printed in Volume I, also have now been compiled in this volume.

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APPENDIX 1

INDIAN AUDIT AND ACCOUNTS SERVICE (RECRUITMENT) RULES, 1983

(Government of India, Ministry of Finance, Deptt. of Expenditure

G.S.R. No.254 dated 24-3-83)

In exercise of the powers conferred by the proviso to Article 309 and Article 148 (5) of the Constitution and of all other powers enabling him in this behalf and in consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules, namely:-

1. Short Title and commencement – (i) These rules may be called the Indian Audit and Accounts Service (Recruitment) Rules, 1983.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions – In these rules, unless the context otherwise requires –

- (a) “Commission” means the Union Public Service Commission.
- (b) “Controlling Authority” means the Comptroller and Auditor General of India.
- (c) “Departmental Promotion Committee” means a Committee constituted to consider promotion and confirmation in any grade.
- (d) “Duty Post” means any post including a post in Reserve, whether permanent or temporary included in Schedule 1.
- (e) “Examination” means a Combined Competitive Examination consisting of a preliminary examination and a main examination conducted by the Commission for recruitment to the Indian Audit & Accounts Service and such other Service or Services as may be specified by the Commission from time to time.
- (f) “Government” means the Government of India.
- (g) “Grade” means a grade of the Service.
- (h) “President” means the President of India.
- (i) “Schedule” means a Schedule to these rules.

- (j) “Scheduled Castes” and “Scheduled Tribes” shall have the same meaning as assigned to them respectively in clauses (24) and (25) of Article 366 of the Constitution.

3. Constitution of the Indian Audit and Accounts Service – (1) There shall be constituted a Service known as Indian Audit and Accounts Service consisting of persons appointed to the Service under Rules 6 and 7. (2) All the posts included in the Service shall be classified as Group ‘A’ Posts.

4. Grades, authorised strength and its review – (1) The duty posts included in the various grades of the Service, their numbers and scales of pay on the date of commencement of these rules shall be as specified in Schedule 1. (2) After commencement of these rules, the authorised strength in the various grades shall be such as may, from time to time, be determined by the competent authority .

5. Members of the Service – (1) The following persons shall be the members of the Service:-

- (a) Persons appointed to duty posts under Rules 6 and
 - (b) Persons appointed to duty posts under Rule 7.
- (2) A person appointed under clause (b) of sub-rule (1) shall on such appointment be deemed to be a member of the Service in the corresponding grade applicable to him in Schedule 1.
- (3) A person appointed under clause (b) of sub-rule (1) shall be a member of the Service in the corresponding grade applicable to him in Schedule 1 from the date of such appointment.

6. Initial constitution of the Service – The existing officers of the Indian Audit and Accounts Service, holding posts in various grades on regular basis on the date of commencement of these rules shall be deemed to have been appointed to the corresponding posts and grades in the Service, in the substantive or officiating capacity, as the case may be.

7. Future maintenance of the Service – (1) Any vacancy in any of the grades referred to in Schedule 1 after the initial constitution of the Service, as provided in Rule 6, shall be filled in the manner as hereinafter provided under this rule.

(2) Initial recruitment to the Service shall be in the junior scale and shall be made in the following manner:

- (i) By direct recruitment on the results of competitive examination conducted by the Commission on the basis of educational qualifications and age limit prescribed in Schedule 2 and any scheme of examination that may be notified by Government in consultation with the Commission from time to time in this regard.
- (ii) By promotion of officers on the basis of selection on merit included in the select list for the said grade in the order of seniority in the select list prepared in the manner as specified in Schedule 3.
- (iii) The number of persons recruited under clause (ii) above shall not any time exceed $33\frac{1}{3}$ percent of the posts as S. Nos. 1 & 2 mentioned in Schedule 1.

(3) Appointments in the Service to posts in Senior Scale and above shall be made by promotion from amongst the officers in the next lower grade.

(4) The Selection of officers for promotion shall be made by selection on merit, except in the case of promotion to posts in Senior Scale and Selection Grade of Jr. Administrative Grade which shall be in the order of seniority, subject to rejection of the unfit, on the recommendation of the Departmental Promotion Committee constituted by the Comptroller and Auditor General of India, from time to time.

(5) The Comptroller and Auditor General of India may appoint to a duty post in Service on deputation/contract basis for specified periods, officers from other Departments of the Central Government or in consultation with the Commission from a State Government, Union Territory, Public Undertaking, Statutory semi Government or Autonomous organisations:

Provided that the duty post in which an officer may be so appointed on deputation/contract basis shall not be higher than the A.G. level that the period of deputation/contract shall not be more than 3 years in the first instance and that the officer prior to such appointment shall have been drawing pay in an equivalent or nearly equivalent grade or one grade or nearly one grade lower.

8. Seniority – (1) The relative seniority of members of the Service appointed to any grade in accordance with Rule 6 at the time of initial constitution of the Service, shall be governed by their relative seniority obtaining on the date of commencement of these Rules, provided that, if the seniority of any such member had not been specifically determined on the said date, the same shall be determined in accordance with the rules applicable to members of similar Services under Government.

(2) The seniority of officers, who are appointed to the Service after the commencement of these rules, shall be regulated in accordance with the principles mentioned below:-

(a) Persons recruited on the results of a competitive examination conducted by the Commission in any year to posts in Junior Group 'A' scale of the Service shall be ranked **inter-se** in the order of merit in which they are placed at the examination on the results of which they are recruited; those recruited on the basis of an earlier examination being ranked senior to those recruited on the basis of a later examination:

Provided that the seniority of persons recruited through competitive examination held by the Commission:-

- (i) in whose case offers of appointment are revived after being cancelled; or
- (ii) who are not initially appointed for valid reasons but are appointed after the appointment of candidates recruited on the basis of results of subsequent examination or examinations:

Shall be such as may be determined by the Government in consultation with the Comptroller & Auditor General of India and the commission.

(b) The seniority **inter-se** of persons appointed by promotion to all grades of the Service shall be determined in the order of their position in the select list; those promoted on the basis of an earlier selection being ranked senior to those promoted on the basis of a later selection.

(c) The officers appointed to the Service in terms of provisions of sub-rule (2) (ii) of Rule 7 shall be given two years weightage in seniority vis-a-vis the officers appointed in the same year through competitive examination.

- (d) Among the officers appointed through the competitive examination in a particular year and the promoted officers assigned to that year after allowing weightage in terms of sub-rule (c) above, the latter shall be placed en bloc below the junior most direct recruit of that year.
- (3) In cases not covered by the above provisions, seniority shall be determined by the Government in consultation with Comptroller and Auditor General of India and the Commission.

9. Probation – (1) Every person on appointment to the Service either by direct recruitment or by promotion in junior scale shall be on probation for a period of two years:

Provided that the Controlling Authority may extend or curtail the period of probation, in accordance with the instructions issued by the Government, from time to time:

Provided further, that any decision for extension of the probation period shall be taken within 8 weeks after the expiry of the previous probation period and communicated in writing to the concerned officers together with the reasons for so doing within the said period.

(2) On completion of the period of probation, or extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointment or regular basis and be confirmed in due course against the available substantive vacancies, as the case may be.

(3) If, during the period of probation or any extension thereof, as the case may be, the Controlling Authority is of opinion that an officer is not fit for permanent appointment, the President may discharge him or revert him to the post held by him prior to his appointment to the Service, as the case may be.

(4) During the period of probation or any extension thereof, the candidates may be required by the Controlling Authority to undergo such course or courses of training and instruction and to pass such examinations and tests as the Controlling Authority may deem fit, as a condition to the satisfactory completion of the probation. These examinations may also include such examinations in Hindi as may be prescribed by the Government for similar officers of Group 'A' services under the Central Government.

10. Liability for Service in any part of India and other Conditions of Service –

(1) Officers appointed to the Service shall be liable to serve anywhere in India or outside.

(2) The conditions of Service of the members of the Service in respect of matters for which no provisions is made in these rules, shall be the same as are applicable, from time to time, to officers of Central Civil Services Group 'A' prescribed by the President in consultation with the Comptroller and Auditor General of India.

11. Disqualification – No person –

- (a) who has entered or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

(12) Power to Relax – Where the Central Government is of opinion that it is necessary or expedient so to do, it may, on the request of the Comptroller and Auditor General of India and in consultation with the Commission, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

(13) Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government, in consultation with the Comptroller and Auditor General of India, from time to time, in this regard.

(14) Interpretation – If any question arises relating to the interpretation of these rules, it shall be decided by the President in consultation with the Comptroller and Auditor General of India.

(15) Repeal – The rules regulating the methods of recruitment to the Indian Audit & Accounts Service, the Imperial Customs Services, the Military Accounts Department and the Indian Railway Accounts Service as notified in the Finance Department Resolution No. F. 25(6)-Ex.11/38 dated 30th April, 1938 are hereby repealed in so far as recruitment to the Indian Audit and Accounts Service is concerned, provided that such repeal shall not affect anything done or action taken under the said rules, before such repeal.

SCHEDULE 1

(See sub-rule (1) of Rule 4)

Name, Number and Scale of pay of Posts included in the various Grades of the Indian Audit and Accounts Service

Sl. No.	Grade	No. of Posts		Scale of pay
		Permanent	Temporary	
1	2	3	4	5
(1)	Duty posts in the Service:			
	(i) Dy.C.A.G.	1	-	Rs.3,250 (fixed)
	(ii) Addl. Dy.CAG	4	-	Rs.2500-125/2-3000
	(iii) AG level-I	54	22	Rs.2500-125/2-2750
	(iv) AG level-II			
	(v) Selection Grade of JAG			*Rs.2000-125/2-2250
	*(Out of existing 182 posts in Jr. Admn. Grade, 37 posts are in Selection Grade of JAG).			
	(vi) Junior Admn. Grade	107	75	Rs.1500-60-1800-2000
	(vii) Senior Time Scale	48	55	Rs.1100-50-1600
	(viii) Junior Time Scale	226	5	Rs.700-40-900-EB-40-1100-50-1300
		440	157	
(2)	Deputation Reserve	110	-	Rs.700-40-900-EB-40-1100-50-1300
	Total of (1) & (2) above	707		

1	2	3	4	5
(3)	Posts to be filled by Promotion and selection under Rule 7 (2) (iii) 33 ¹ / ₃ % of (1) and (2) above	235		
(4)	Posts to be filled by direct recruitment (1) and (2) minus (3) above	472		
(5)	Leave reserve	29		Rs.700-40-900-EB-40-1100-50-1300
(6)	Probationary reserve		40	Rs.700-40-900-EB-40-1100-50-1300
			776	
	Direct recruitment posts		541	
	Promotion posts		235	
	Total authorized strength		776	

Note:- The number of posts in a particular grade as on 1-7-1991 and revised pay scales are indicated in Schedule 1A.

SCHEDULE 1A

Sl. No.	Grade	No. of Posts		Scale of pay
		Permanent	Temporary	
1	2	3	4	5
(1)	Duty posts in the service:			
	(i) Dy.C.A.G.	2	-	Rs.8,000 (fixed)
	(ii) Addl. Dy.CAG	3	2	Rs.7,600 (fixed)
	(iii) D.G./Pr.A.G.	-	11	Rs.7300-100-7600
	(iv) Sr. Admn. Grade	60	32	Rs.5900-200-6700
	(v) Selection Grade of Jr. Admn. Grade	(Out of existing 146 posts in Jr.A.G., 66 posts are in Selection grade of Jr.A.G.)		Rs.4500-150-5700
	(vi) Jr. Admn. Grade	139	7	Rs.3700-100-4700-150-5000
	(vii) Senior Time Scale	97	92	Rs.3000-100-3500-125-4500
	(viii) Junior Time Scale	228	3	Rs.2200-75-2800-EB-100-4000
		529	147	
(2)	Deputation Reserve	120		
	Total of (1) and (2)	796		
(3)	Posts to be filled by promotion and selection under Rule 7 (2) (iii) 33 ¹ / ₃ % of (1) and (2) above	265		
(4)	Posts to be filled by direct recruitment (1) and (2) minus (3)	531		

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1	2	3	4	5
(5)	Leave Reserve	15		Rs.2200-75-2800- EB-100-4000
(6)	Probationary Reserve	45		Rs.2200-75-2800- EB-100-4000
	Direct Recruitment posts	591		
	Promotion posts	265		
	Total authorized Strength	<u>856</u>		

SCHEDULE II

(See Sub-Rule(2) (1) of Rule 7)

Minimum educational qualification and age limit for direct recruitment to posts in Group 'A' in Junior Scale included in the Indian Audit and Accounts Service on the results of the Competitive Examination to be conducted by the Union Public Service Commission.

A Candidate shall possess:

- (i) A degree of any university incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as Universities under Section 3 of the University Grants Commission Act 1956 or a foreign University approved by Government from time to time or possess qualification which has been recognised by the Government for the purpose of admission to the examination.

Note 1. – In exceptional cases, the Commission may treat a candidate not possessing any of the above qualifications as educationally qualified provided that the Commission is satisfied that he has passed examinations conducted by other institutions, the standard of which, in the opinion of the Commission, justified his admission to the Examination.

Note 2. – A candidate possessing professional and technical qualifications which are recognised by the Government as equivalent in professional and technical degree would also be eligible for admission to the examination.

- (ii) The candidate should have attained the age of 21 years but must not have attained the age of 28 years on the first day of January of the year in which the examination is held.

SCHEDULE III

(See Sub-Rule (2) (ii) of Rule 7)

Eligibility and manner of preparing the select list for appointment on promotion to posts in Group 'A' in Junior Scale included in the Indian Audit and Accounts Service

(1) There shall be constituted a Selection committee consisting of the Chairman or a Member of the Commission who will preside over the meetings of the Committee and three officers not below those in the Senior Administrative Grade to be nominated by the Controlling Authority to serve as Members to prepare the select list mentioned in Sub-rule (2) (ii) of Rule 7 . The absence of a Member, other than the Chairman or a Member of the Commission shall not invalidate the proceedings of the Committee, if more than half the members of the Committee had attended its meetings . The Selection Committee shall ordinarily meet at intervals not exceeding one year .

(2) A combined eligibility list shall be prepared from among departmental officers borne on the Group 'B' Cadres of Audit Officers, Accounts Officers and Administrative Officers in the Indian Audit and Accounts Department who have completed 5 years regular continuous service in the grade on the first day of July of the year to which the promotions pertain. Officers who have attained the age of 53 years on the above date shall not be eligible.

(3) The names of eligible Accounts Officers/ Audit Officers, shall for the purposes of combined eligibility list to be arranged in the order of date of their appointments as Section Officers (or corresponding posts) without, however, affecting the inter-se seniority as Accounts Officer/Audit Officer in a particular cadre.

(4) If an officer is considered for promotion, all persons senior to him under sub-para (3) above shall also be considered notwithstanding that they may not have rendered the requisite numbers of years of service in Group 'B'.

(5) The combined eligibility list shall comprise of eligible officers of specified number or numbers to be decided as per instructions issued by Government from time to time and with reference to the number of vacancies to be filled in the course of the period of 12 months commencing from the date of preparation of the list.

(6) The Selection Committee shall make selection on merit from among those included in the combined eligibility list and prepare a list, arranged in order of preference of officers selected and submit the same to the Commission. On receipt of the said select list, the Commission shall forward its recommendations for appointment of officers to posts in Junior Scale of the cadre to the Controlling Authority.

(F. No. 1(4) EGI/68-Vol. II)

K. L. MEHTA , Under Secretary

The Gazette of India:
March 26, 1983
Part II - Selection 3 (i)

APPENDIX - 2

SECRETARY TO COMPTROLLER AND AUDITOR GENERAL OF INDIA (RECRUITMENT) RULES, 1984

(Government of India, Ministry of Finance, Deptt. of Expenditure,
Notification No. A -12018-EG 1/83 Dated 13-11-84)

In exercise of the powers conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution, and in consultation with the Comptroller & Auditor General of India, the President hereby makes the following rules regulating the method of recruitment to the post of Secretary to Comptroller & Auditor General of India in the office of the Comptroller & Auditor General of India namely:-

1. Short Title and Commencement: - (i) These rules may be called the Office of the Comptroller & Auditor General of India (Secretary to Comptroller & Auditor General of India) Recruitment Rules, 1984.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Numbers of the post, classification and scale of pay: - The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc.: - The method of recruitment to the said post, age limit, qualifications and other matters relating thereto shall be as specified in columns 5 to 14 of the said Schedule.

4. Disqualification: - No person,

- (a) who has entered into or contracted a marriage with a person having a spouse living or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the

marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax:** - Where the Central Government is of opinion that it is necessary or expedient so to do, it may, on the request of the Comptroller & Auditor General of India, and in consultation with the Union Public Service Commission, by order for reasons to be recorded in writing , relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving:** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

THE SCHEDULE

1.	Name of the post	Secretary to the Comptroller & Auditor General of India
2.	Number of posts	1 (Subject to variation dependent on workload)
3.	Classification	General Central Service Group 'A' Gazetted Non-Ministerial
4.	Scale of pay	Rs.1100-50-1600 Revised Scale Rs.3000-100-3500-125-4500
5.	Whether Selection or non-selection post	Selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972	Not applicable
8.	Educational and other qualifications required for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	2 years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion, failing which by transfer on deputation
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: Private secretaries with 8 year's regular service in the grade.

		Transfer on deputation: (a) (i) Officers of the Indian Audit and Accounts Service working in the Senior scale (Rs.3700-5000) or in the Junior scale (Rs.3000-4500) with 4 years service as such: (ii) Accounts/Audit Officers in the Indian Audit & Accounts Department and Administrative Officers in the office of the Comptroller & Auditor General of India with 7 years' service in the respective grade; and (b) Preferably having proficiency/experience in stenography, secretarial functions, office management and public relations. The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputations. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceed three years.
13.	If Departmental Promotion Committee exists, what is its composition	1. Group 'A' Departmental Promotion Committee (for considering promotion): (i) Chairman/Member, Union Public Service Commission – Chairman (ii) Deputy Comptroller Auditor General of India – Member (iii) Additional Deputy Comptroller & Auditor General – Member 2. Group 'A' Departmental Promotion Committee (for considering confirmation): (i) Deputy Comptroller & Auditor General of India – Chairman (ii) Additional Deputy Comptroller & Auditor General – Member (iii) Asstt. Comptroller & Auditor General (Personnel) – Member. Note: - The proceedings of the Departmental Promotion Committee relating to confirmation shall

		be sent to the Union Public Service Commission for approval. If, however, these are not approved by the U.P.S.C. fresh meeting of the Departmental Promotion Committee to be presided over by the Chairman or a Member of the Union Public Service Commission shall be held.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Selection on each occasion shall be made in consultation with the Union Public Service Commission.

APPENDIX - 3

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (WELFARE OFFICERS) RECRUITMENT RULES, 1974

(Government of India, Ministry of Finance, Deptt. of Expenditure,
Notification No. A - 12018/1/73- 73-E. G.I. Dated 15-3-74)

In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution , the President, after consultation with the Comptroller & Auditor General of India , hereby makes the following rules regulating the method of recruitment to the post of Welfare Officer in the Indian Audit & Accounts Department , namely :-

1. Short title and commencement: -(i) These rules may be called the Indian Audit and Accounts Department (Welfare Officers) Recruitment Rules , 1974

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number, classification and scale of pay: - The number of posts , its classification and scale of pay attached thereto shall be specified in columns 2 to 4 of the Schedule annexed hereto .

3. Method of recruitment, age limit and other qualifications: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 13 of the said schedule.

4. Power to relax: - Where the President is of opinion that it is necessary or expedient so to do , he may in consultation with the Comptroller & Auditor General and the Union Public Service Commission, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

SCHEDULE

1.	Name of post	Welfare Officer
2.	Number of posts	23 (36 as on 1-7-91)
3.	Classification	General Central Service Class - I Gazetted Non - Ministerial
4.	Scale of pay	Rs.700-40-1100-52/ 2-1250 Revised Scale Rs.3000-100-3500-125-4500
5.	Whether selection or non selection post	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation , if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By transfer on deputation
11.	In case of recruitment , by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Transfer on deputation Officers of the Indian Audit & Accounts Department of the rank of Accounts Officer or Audit Officer with 9 years approved service in the grade . Selection to be made from amongst the officers belonging to the cadre of the respective cadre- controlling authority. Explanation : The expression " approved service" in relation to an Accounts Officers or Audit Officer , means the period or periods of service rendered by such officers in the relevant cadre of Accounts Officer or Audit Officers after appointment thereto in accordance with the prescribed procedure and includes the period or periods during which such officers would have held a duty post in the relevant cadre but for his being on leave or otherwise not being available for holding such post.(Period of

		deputation - Ordinarily not exceeding 4 years) .
12.	If a Departmental Promotion Committee exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	As required under the Union Public Service Commission (Exemption from Consultation) Regulations.1958

APPENDIX - 4

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (HEADQUARTERS OFFICE)
(GROUP "B") RECRUITMENT RULES , 1989**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure
G.S.R. No. 293 Dated 17-4-89)

In exercise of the powers conferred by clause (5) of the article 148 of the Constitution , the President after consultation with the Comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to various Group "B" posts in the Office of the Comptroller and Auditor General of India , New Delhi , namely : -

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Headquarters Office) (Group "B") Recruitment Rules, 1989 .

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number, classification and scale of pay: - The number of the said posts , their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit and other qualifications etc.: - The method of recruitment , age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said schedule.

4. Disqualifications: - No person,

(a) who has entered into or contracted a marriage with person having a spouse living ; or

(b) Who having a spouse living has entered into or contracted a marriage with any person ; shall be not eligible for appointment to the said post :

Provided that the Comptroller and Auditor General of India may , if satisfied that such marriage is permissible under the personal law applicable to such a person and the

other party to the marriage, and that there are other grounds for so doing , exempt any person from the operation of this rule.

5. Power to relax: - Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do , he may , by order , for reasons to be recorded in writing and in consultation with the Union Public Service Commission , relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving: - Nothing in these rules shall affect reservations , relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes , Ex-serviceman and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the India Audit and Accounts Department .

7. Repeal: - The Indian Audit and Accounts Department (Administrative Officers , Assistant Accounts Officers and Assistant Audit Officers) recruitment Rules , 1964 are hereby repealed in so far as recruitment in Headquarters Office of the Indian Audit and Accounts Department to the post of Administrative Officers is concerned provided that such repeal shall not affect anything done or action taken under the said rules , before such repeal.

SCHEDULE

1	Name of the post	1. Administrative Officer (Commercial)
2	Number of posts	12 * (1989) * subject to variation dependent on work load. Note : Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so , he may by order and for reasons to be recorded in writing declare not more than 10% of these posts as ex cadre . Appointment to such ex cadre post will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on regular basis , or with 2 years regular service in posts in the scale of Rs.2000-3500 or equivalent : or with 5 years regular service in posts in the scale of Rs.1640-2900 or equivalent : and possessing the qualification and experience as decided by CAG considering the duties attached to the post.
3	Classification	General Central Service Group " B " Gazetted Non Ministerial
4	Scale of pay	Rs.2375-75-3200-EB-3500
5	Whether selection post or non selection post	33 ¹ / ₃ % by selection and 66 ² / ₃ % by non selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) rule , 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation if any	Not applicable
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods	(i) 10% by promotion failing which by transfer on deputation : and (ii) 90% by transfer on deputation

12	In case of recruitment by Promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Promotion: Assistant. Administrative Officer with 5 years of combined regular service as Assistant Administrative Officer (Commercial)/Section Officer (Commercial) including 2 years' experience working in the field offices Transfer on Deputation Accounts Officers/ Audit Officers or Assistant Accounts Officers/ Audit Officers with 5 year combined regular service as Assistant Accounts Officer/Audit Officer and Section Officer / Section Officer (Audit) in any other cadre controlling office in the department or other wings of the Comptroller and Auditor General of India or similar organisations under Government of India .(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed 3 years) .
13.	If a departmental promotion committee exists what is its composition	Group 'B' Departmental Promotion committee 1. An officer of the rank of Accountant General / Principal Director (Field Offices) Member. 2. Two officers of the rank of Principal Director (Headquarters) Members. Note. Senior most of them will be the Chairman .
14	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with the UPSC not necessary

1.	Name of the post	2. Administrative Officer (Railway)
2	Number of posts	4* (1989) * subject to variation dependent on work load Note : Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so , he may by order and for reasons to be recorded in writing declare not more than 10% of these posts as ex-cadre . Appointment to such ex-cadre post will made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on regular basis , or with 2 years regular service in posts in the scale of Rs.2000-3500 or equivalent ; or with 5 years regular service in posts in the scale of Rs.1640-2900 or equivalent ; and possessing the qualifications and experience as decided by CAG considering the duties attached to the post
3	Classification	General Central Service Group "B" Gazetted Non Ministerial
4	Scale of pay	Rs.2375-75-3200-EB-100-3500
5	Whether selection post or non selection post	33 ¹ / ₃ % by selection and 66 ² / ₃ % by non-selection.
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules , 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	(i) 10% by promotion failing which by transfer on deputation ; and (ii) 90% by transfer on deputation

12	In case of recruitment by promotion/ deputation /transfer , grades from which promotion /deputation /transfer to be made	Promotion : Assistant Administrative Officers with 5 years of combined regular service as Assistant Administrative Officer (Railway) / Section Officer (Railway) including 2 years experience working in the field offices . Transfer on Deputation : Accounts Officers /Audit Officers or Assistant Accounts Officers / Audit Officers with 5 years combined regular service as Assistant Accounts Officers/ Audit Officers and Section Officer (Audit) in any other cadre Controlling office in the department or other wings of the office of the Comptroller and Auditor General of India or similar organisations under Government of India .(The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly , deputationists shall not be - eligible for consideration for appointment by promotion. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization /department of the Central Government shall ordinarily not exceed 3 years)
13	If departmental promotion committee exists what is its composition	Group "B" Departmental Promotion committee 1.An officer of the rank of Accountant General/Principal Director (Field Offices) – Member 2. Two officers of the rank of Principal Director (Headquarter) Members Note : Senior most of them will be the Chairman .
14	Circumstances in which UPSC is to be Consulted in making recruitment	Consultation with the UPSC not necessary

1	Name of the post	3. Administrative officer (Civil) including Post and Telegraph and Defence.
2	Number of posts	46* (1989) * subject to variation dependant on work load . Note : Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so , he may by order and for reasons to be recorded in writing declare not more than 10% of these posts as ex-cadre . Appointment to such ex-cadre post will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on regular basis, or with 2 years regular service in posts in the scale of Rs.2000-3500 or equivalent ; or with 5 years regular service in posts in the scale of Rs.1640-2900 or equivalent and possessing the qualifications and experience as decided by CAG considering the duties attached to the post
3	Classification	General Central Service Group "B" Gazetted Non-Ministerial .
4	Scale of pay	Rs.2375-75-3200-EB-100-3500 .
5	Whether selection post or non selection post	33 ¹ / ₃ % by selection and 66 ² / ₃ % by non-selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification required for direct recruits.	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods .	(i) 10% by promotion failing which by transfer on deputation ; and (ii) 90% by transfer on deputation

12	In case of recruitment by Promotion /deputation/ transfer , grades from which promotion deputation /transfer to be made	Promotion: Assistant Administrative Officer with 5 years of combined regular service as Assistant Administrative Officer (Civil)/Section Officer (Civil) including 2 years experience working in the field offices. Transfer of Deputation ; Accounts Officers /Audit Officers or Assistant Accounts Officers / Audit Officers with 5 years combined regular service as Assistant Accounts Officers/ Audit Officers and Section Officer (Audit) in any other cadre Controlling office in the department or other wings of the office of the Comptroller and Auditor General of India or similar organisations under Government of India .(The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly , deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation /department of the Central Government shall ordinarily not exceed 3 years).
13	If a departmental promotion committee exists what is its composition	Group "B" Departmental Promotion Committee , 1. An officer of the rank of Accountant General /Principal Director (Field Offices) Member 2. Two officers of the rank of Principal Director (Headquarters)- Members Note : Senior most of them will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with the UPSC not necessary

1	Name of the post	4. Assistant Administrative Officer (Commercial)
2	Number of posts	20* (1989) subject to variation dependant on work load Note : Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so , he may by order and for reasons to be recorded in writing declare not more than 10% of these posts as ex-cadre . Appointment to such ex-cadre post will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on regular basis, or with 2 years regular service in posts in the scale of Rs. 2000-3500 or equivalent ; or with 3 years regular service in posts in the scale of Rs. 1640-2900 or equivalent and possessing the qualifications and experience as decided by CAG considering the duties attached to the post
3	Classification	General Central Service Group "B" Gazetted Non-Ministerial
4	Scale of pay	Rs. 2000-60-2300-EB-75-3200
5	Whether selection post or non selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification required for direct recruits.	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation	2 years
11	Methods of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods	(i) 10% by promotion failing which by transfer on deputation ; and, (ii) 90% by transfer on deputation

12	In case of recruitment by Promotion/ deputation transfer , grades from which promotion deputation /transfer to be made	Promotion: Section officers who have qualified in section officer Grade Examination (Commercial) and have 3 years of regular service in the grade including 2 years experience of working in a field office . Transfer on Deputation ; Assistant Accounts Officer/Audit Officers or Section Officers/Section Officers (Audit) with 3 years' regular service as Section Officer/Section Officer (Audit) in any other cadre Controlling office of the department or other wings of the office of the Comptroller and Auditor General of India or similar organisations under Government of India . The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation /department of the Central Government shall ordinarily not exceed 3 years.
13	If a departmental promotion committee exists what is its composition	Group "B" Departmental Promotion Committee ; 1. An officer of the rank of Accountant General /Principal Director (Field-Offices) Member . 2. Two officers of the rank of Principal Director (Headquarters)- Members. Note : Senior most of them will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with the Union Public Service Commission not necessary

1	Name of the post	5. Assistant Administrative Officer (Railways)
2	Number of posts	13* (1989) subject to variation dependant on work load Note : Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so , he may by order and for reasons to be recorded in writing declare not more than 10% of these posts as ex-cadre. Appointment to such ex-cadre post will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on regular basis, or with 2 years regular service in posts in the scale of Rs.2000-3500 or equivalent ; or with 3 years regular service in posts in the scale of Rs.1640-2900 or equivalent or with 8 years regular service in posts in the scale of Rs.1400-2300/2600 or equivalent and possessing the qualification and experience as decided by CAG considering the duties attached to the post
3	Classification	General Central Service Group "B" Gazetted Non-Ministerial
4	Scale of pay	Rs.2000-60-2300-EB-75-3200
5	Whether selection post or non selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972	Not Applicable
7	Age limit for direct recruits	Not Applicable
8	Educational and other qualification required for direct recruits	Not Applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promoters	Not Applicable
10	Period of probation	2 years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods .	(i) 10% by promotion failing which by transfer on deputation ; and (ii) 90% by transfer on deputation

12	In case of recruitment by Promotion /deputation/ transfer , grades from which promotion deputation /transfer to be made	Promotion: Section officers who have qualified in section officer Grade Examination (Railways) and have 3 years of regular service in the grade including 2 years experience of working in a field office . Transfer on Deputation ; Assistant Accounts Officers /Audit Officers or Section Officers /Section Officers (Audit) with 3 years of regular service as Section Officer/ Section Officers (Audit) in any other cadre Controlling office in the department or other wings of the office of the Comptroller and Auditor General of India or similar organisations under Government of India .(The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years) .
13	If a departmental promotion committee exists what is its composition	Group "B" Departmental Promotion Committee: 1. An officer of the rank of Accountant General /Principal Director (Field-Offices) Member 2. Two officers of the rank of Principal Director (Headquarters)- Members Note : Senior most of them will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with the UPSC not necessary

1	Name of the post	6. Assistant Administrative Officer (Civil) (includes Post and Telegraph and Defence)
2	Number of posts	115* (1989) * subject to variation dependant on workload . Note : Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so , he may by order and for reasons to be recorded in writing declare not more than 10% of these posts as ex-cadre . Appointment to such ex-cadre post will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on regular basis, or with 3 years regular service in posts in the scale of Rs.1640-2900 or equivalent ; or with 8 years regular service in posts in the scale of Rs.1400-2300/2600 or equivalent or with 8 years regular service in posts in the scale of Rs.1400-2300-2600 or equivalent and possessing the qualification and experience as decided by CAG considering the duties attached to the post
3	Classification	General Central Service Group "B" Gazetted Non-Ministerial
4	Scale of pay	Rs.2000-60-2300-EB-75-3200
5	Whether selection post or non selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972	Not Applicable
7	Age limit for direct recruits	Not Applicable
8	Educational and other qualification required for direct recruits	Not Applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not Applicable
10	Period of probation	2 years

11	Methods of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods .	(i) 10% by promotion failing which by transfer on deputation ; and (ii) 90% by transfer on deputation
12	In case of recruitment by Promotion /deputation/ transfer , grades from which promotion deputation /transfer to be made	Promotion: Section officers who have qualified in section officer Grade Examination other than Commercial and Railways and have three years of regular service in the grade including 2 years experience of working in a field office Transfer on Deputation ; Assistant Accounts Officers /Audit Officers or Section Officer /Section Officer (Audit) Officers with 3 years regular service as Section Officer/Section Officer (Audit) in any other cadre Controlling office in the department or other wings of the office of the Comptroller and Auditor General of India or similar organisations under Government of India .
13	If a departmental promotion committee exists what is its composition	Group "B" Departmental Promotion Committee ; 1. An officer of the rank of Accountant General /Principal Director (Field-Offices) Member . 2. Two officers of the rank of Principal Director (Headquarters)- Members. Note : Senior most of them will be the Chairman .
14	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with the UPSC not necessary

1	Name of the post	7. Private Secretary
2	Number of posts	5* (1989) subject to variation dependant on work load .
3	Classification	General Central Service Group "B" Gazetted Ministerial
4	Scale of pay	Rs.2000-60-2300-EB-75-3200-100-3500 .
5	Whether selection post or non selection post	Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972	Not Applicable
7	Age limit for direct recruits	Not Applicable
8	Educational and other qualification required for direct recruits	Not Applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not Applicable
10	Period of probation	Nil
11	Methods of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods .	i) 75% by promotion failing which by transfer on deputation ; and (ii) 25% by transfer on deputation

12	In case of recruitment by Promotion /deputation/ transfer , grades from which promotion deputation /transfer to be made	Promotion: Senior Personal Assistant with 2 years of regular service and speed of 100 WPM in Stenography . Note : The speed requirement is not applicable to Senior Personal Assistant who are otherwise found fit for promotion up to end of 1st day of September , 1990 Transfer on Deputation Senior Personal Assistant of field offices with 2 years regular service in the grade and have speed of 100 WPM in stenography or officers of Central Government holding analogous posts on a regular basis with a speed of 100 WPM in stenography. The Departmental officer in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly , deputationists shall not be eligible for consideration for appointment by promotion . (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall ordinarily do not exceed 3 years)
13	If a departmental promotion committee exists what is its composition	Group "B" Departmental Promotion Committee (i)An officer of the rank of Principal Director in-charge of Administration in the office of the Comptroller and Auditor General of India - Member (ii)An Officer of the rank of Principal Director in the office of the Comptroller and Auditor General of India other than the officer mentioned in item No. (i) - Member (iii)An officer of the rank of Principal Director from a field office-Member. Note : Senior most of them will be the Chairman .
14	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with the UPSC not necessary

1	Name of the post	8. Senior Personal Assistant
2	Number of posts	13* (1989) * subject to variation dependent on workload .
3	Classification	General Central Service Group "B" Gazetted - Ministerial
4	Scale of pay	Rs.2000-60-2300-EB-75-3200
5	Whether selection post or non - selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972	Not Applicable
7	Age limit for direct recruits	Not Applicable
8	Educational and other qualification required for direct recruits.	Not Applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promoters .	Not Applicable
10	Period of probation	2 Years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods .	(i) 75% by promotion failing which by transfer on deputation. (ii) 25% by transfer on deputation
12	In case of recruitment by Promotion /deputation /transfer, grades from which promotion deputation /transfer to be made	Promotion Personal Assistant with 7 years regular service in the grade of Rs.1400-2600 and a speed of 100 WPM in Stenography Note : The speed requirement is not applicable to Senior Personal Assistant who are otherwise found fit for promotion up to end of 1st day of September , 1990 . Transfer on Deputation ; Officers of the Central Government : (i) Holding analogous posts on a regular basis with 100 WPM speed in Stenography or (ii) Manager (Typing Pool) with 2 years regular service in the scale of Rs.1640-2900 or with 7 years combined service as Manager (Typing Pool) (Rs.1640-2900) and Personal Assistant (Rs.1400-2300) and 100 WPM speed in stenography. ;

		(iii) Personal Assistant with 7 years regular service in posts in the scale of Rs.1400-2300 with 100 WPM speed in stenography. The departmental officer in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall not exceed 3 years)
13	If a departmental promotion committee exists what is its composition	Group "B" Departmental Promotion Committee. (1) An officer of the rank of Principal Director in-charge of Administration in the office of the Comptroller and Auditor General of India- Member. (2) An Officer of the rank of Principal Director in the office of the Comptroller and Auditor General of India other than the officer mentioned in item No. (i) -Member (3) An officer of the rank of Principal Director from a field office-Member. Note : Senior most of them will be the Chairman .
14	Circumstances in which UPSC is to be consulted in making recruitment.	Consultation with the UPSC not necessary

1	Name of the post	9. Librarian
2	Number of posts	1* (1989) * subject to variation dependent on workload .
3	Classification	General Central Service Group "B" Gazetted Ministerial
4	Scale of pay	Rs. 2000-60-2300-EB-75-3200-100-3500.
5	Whether selection post or non - selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not Applicable
7	Age limit for direct recruits	Not Applicable
8	Educational and other qualification required for direct recruits.	Not Applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not Applicable
10	Period of probation if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods .	By transfer on deputation.

12	In case of recruitment by Promotion /deputation /transfer grades from which promotion/ deputation /transfer to be made	Transfer on deputation : Officers of the Indian Audit and Accounts Department/Central Government . (a) (i) Holding analogous posts on a regular basis ; or (ii) With 3 years regular service in posts in the scale of Rs.1640-2900 or equivalent; or (iii) With 8 years regular service in posts in the scale of Rs.1400-2300/2600 or equivalent. (b) Possessing the following qualifications : (i) Masters degree of a recognised University or equivalent. (ii) Degree or equivalent diploma in Library Science of a recognised University or Institute. (iii) 3 years experience of working in a Library Preference will be given to those who have experience in Research in documentation work in a Supervisory capacity. (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed 3 years) .
13	If a departmental promotion committee exists what is its composition	Not applicable
14	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with the UPSC not necessary

APPENDIX -5

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
(HEADQUARTERS OFFICE) (GROUP 'C') RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure
G.S.R. No. 856 dated 24-10-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution the President after consultation with the Comptroller and Auditor General of India and in supersession of the Indian Audit and Accounts Department (Subordinate Accounts Service and Subordinate Railway Audit Service) Service Rules, 1974 so far as they relate to the post of (i) Section Officer (Commercial), (ii) Section Officer (Railway) and (iii) Section Officer (Civil) in the office of the Comptroller and Auditor General of India, except as respect things done or omitted to be done before such supersession, hereby makes the following rules to regulate the method of recruitment to the various Group 'C' posts in the office of the Comptroller and Auditor General of India, New Delhi, namely :-

1. Short title and commencement- (i) These rules may be called the Indian Audit and Accounts Department (Headquarters Office) (Group 'C' posts) Recruitment Rules, 1988

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Application :- They shall apply to the posts specified in column 1 of the schedule annexed to these rules.

3. Number of posts , classification and scale of pay :- The number of the said posts , their classification and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said schedule.

4. Method of recruitment, age limit, qualifications etc. :- The method of the recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 14 of the schedule aforesaid.

5. Disqualifications. - No person ,

- (a) who has entered into or contracted a marriage with a person having a spouse living , or
- (b) who having a spouse living has entered into or contracted a marriage with any person ,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor General of India, may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax ;- Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do , he may by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect of any class or category of persons.

7. Saving :- Nothing in these rules shall affect reservations , relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes , ex-service men and other special categories of persons in accordance with the orders issued by Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1	Name of the post	1. Section officer (Commercial)
2	Number of posts	5* (1988) * subject to variation dependent on workload . Note .- Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so he may by order and for reasons to be recorded in writing declare any of these posts as ex-cadre
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1640-60-2600-EB-75-2900.
5	Whether selection post or non -selection post	Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	No
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications for direct recruits.	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply for promotees	Not applicable
10	Period of probation, if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentages of the vacancies to be filled by various methods .	(i) 10% of the vacancies by promotion failing which by transfer on deputation. (ii) 90% of vacancies by transfer on deputation.
12	In case of recruitment by Promotion /deputation transfer, grades from which promotion/ deputation transfer to be made	(i) Promotion: Persons who have passed Section Officers Grade Examination (Commercial) conducted by the Comptroller and Auditor General of India (ii) Transfer on Deputation ; Section officer /Section officer grade Examination passed officers from any other cadre controlling office of the Department or

		other wings of the office of the Comptroller and Auditor General of India or similarly qualified officers from any accounting organisation under Government of India. (The period of deputation shall not ordinarily exceed five years).
13	If a departmental promotion committee exists what is its composition	Group "C" Departmental Promotion Committee. (a) Director (Personnel)/Dy. Director (Personnel) in-charge of Administration. (b) Any other Director/Dy. Director or an officer of equivalent rank (from a field office) (c) An Administrative Officer . Note : The Senior most officers amongst (a) and (b) above will be the Chairman
14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1	Name of the post	2. Section officer (Railway).
2	Number of posts	3* (1988) subject to variation dependent on workload. Note .- Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so he may by order and for reasons to be recorded in writing declare any of these posts as ex-cadre
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1640-60-2600-EB-75-2900.
5	Whether selection post or non -selection post	Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	No
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification required for direct recruits.	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	(i) 10% of the vacancies by promotion failing which by transfer on deputation (ii) 90% of vacancies by transfer on deputation.
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	(i) Promotion Persons who have passed Section Officer Grade Examination (Railways) conducted by the Comptroller and Audit General of India (ii) Transfer on Deputation ; Section officer /Section officer grade Examination passed officers from any other cadre controlling office of the Department or other wings of the office of the Comptroller and Auditor General of India or similarly qualified

		officers from any accounting organisation under Government of India. (The period of deputation shall not ordinarily exceed five years).
13	If a departmental promotion committee exists what is its composition	Group "C" Departmental Promotion Committee, (1) Director (Personnel)/Dy. Director (Personnel) in-charge of Administration (2) Any other Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer . Note : The Senior most officer amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable

1	Name of the post	3. Section officer (Civil)** includes P & T and Defence .
2	Number of posts	29* (1988) subject to variation dependent on work load * * * ** *Note .- Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary to do so he may by order and for reasons to be recorded in writing declare any of these posts as ex-cadre..
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1640-60-2600-EB-75-2900.
5	Whether selection post or non -Selection post	Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	No
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification for direct recruits.	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	(i) 10% of the vacancies by promotion failing which by transfer on deputation (ii) 90% of vacancies by transfer on deputation.
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion/ deputation /transfer to be made	(i) Promotion Person who have passed Section Officer Grade Examination (Commercial) conducted by the Comptroller and Auditor General of India (ii) Transfer on Deputation ; Section officer /Section officer grade Examination passed officers from any other cadre controlling

		office of the Department or other wings of the office of the Comptroller and Auditor General of India or similarly qualified officers from any accounting organisation under Government of India. (The period of deputation shall not ordinarily exceed five years).
13	If a departmental promotion committee exists what is its composition ?	Group "C" Departmental Promotion Committee. (1) Director (Personnel)/Dy. Director (Personnel) in-charge of Administration (2) Any other Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer . Note : The Senior most officers amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	4. Senior Auditor
2	Number of posts	174* (1988) subject to variation dependent on workload.
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1400-40-1600-50-2300-EB-60-2600.
5	Whether selection post or non - selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification required for direct recruits.	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees.	Not applicable
10	Period of probation	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	By promotion failing which by transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	Promotion Auditor in the grade of Rs.1200-2040 who have completed 3 years of regular service in the grade and have passed the departmental examination for auditors conducted by the Comptroller and Auditor General of India . Transfer on Deputation ; Senior Auditors/ Senior Accountants or Accountants Auditors with 3 years regular Service in the grade and who have passed the departmental examination for Auditors/ Accountants in any other office in the Department or person holding analogous posts in any Accounting organisations under Government of

		India . Note :- The period of deputation shall not ordinarily exceed five years .
13	If a departmental promotion committee exists what is its composition	Group "C" Departmental Promotion Committee consisting of - (1) Director /Dy. Director or an officer of equivalent rank in charge of Administration group (2) Another Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer Note : The Senior officer amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	5. Auditor
2	Number of posts	13* (1988) *subject to variation dependent on workload.
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1200-30-1560-EB-40-2040.
5	Whether selection post or non - selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification required for direct recruits.	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees.	Not applicable
10	Period of probation	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	(i) 50% by promotion failing which by transfer on deputation . (ii) 50% by transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer, grades from which promotion deputation /transfer to be made	(i) By Promotion (a) 40% from amongst clerks with 5 years regular service in the grade on seniority basis subject to rejection of unfit failing which by transfer on deputation . Note :- A clerk promoted as an Auditor on Seniority basis shall be required to pass Departmental Examination conducted by the Comptroller and Auditor General of India within such time limit/chances as prescribed by Comptroller and Auditor General of India after he is so promoted failing which he shall be liable to

		be reverted to the clerks grade . (b) 10% from amongst graduate Group "D" officials/graduate Clerks with 3 years continuous regular service on passing the Departmental Examination for Auditor or Clerks, passing the Section Officers Grade Examination Part I conducted by the Comptroller & Auditor General of India failing which by transfer on deputation . The inter se ranking of those who qualify the examination will be in the order of their inter se seniority those qualifying in any early examination ranking en bloc higher than those who qualify in a later Examination . The Group "D" officials will rank below the Clerks. (1) By transfer on deputation (50%) Accountants/Auditors or Clerks with 5 years regular service or Clerks who have passed the Departmental Examination for Accountants/Auditors from field offices of the Indian Audit and Accountants Department or officials holding analogous post in other Accounting organisation of the Central Government .- Note :- The period of deputation shall not exceed 5 years .
13	If a departmental promotion committee exists what is its composition?	Group "C" Departmental Promotion Committee consisting of – (1) Director(Personnel) /Dy. Director (Personnel) in charge of Administration . (2) Any other Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer . Note : The Senior officer amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	6. Clerks.
2	Number of posts	138* (1988) subject to variation dependant on workload
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.950-20-1150-EB-25-1500.
5	Whether selection post or non -selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification for direct recruit	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation , if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	(i) 15% by promotion failing which by transfer on deputation (ii) 85% by transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	(i) Promotion (a) 5% from amongst Group "D" official with 5 years regular service in the grade and possessing Matriculation or equivalent qualification on seniority basis ,subject to rejection of unfit , failing which by transfer on deputation .
		(b) 10% from amongst Matriculate Group "D" officials qualifying in the Limited Departmental Competitive Examination conducted by Comptroller and Auditor General of India , failing

		which by transfer on deputation . Preference will be given to those who qualify in the type test conducted by the Comptroller and Auditor General of India . (ii) Transfer on deputation 85% from amongst officials in other offices of the department of Central Government Ministries /Departments holding analogous post on regular basis and possessing Matriculation or equivalent qualification and having a typing speed of 30 words per minute in English or 25 words per minute in Hindi (Period of deputation shall not ordinarily exceed 5 years . Note : - Unless exempted by orders issued in this behalf by the Comptroller and Auditor General of India a clerk who has not qualified in the type test referred to in (ii) above will not be entitled to any increments, quasi-permanency or confirmation and will also be put to such other disabilities as may be specified by the Comptroller and Auditor General of India .
13	If a departmental promotion committee exists what is its composition.	Group "C" Departmental Promotion Committee consisting of – (1) Director /Dy. Director(Personnel) or officer of equivalent rank in charge of Administration . (2) Another Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer . Note : The Senior officer amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	7. Personal Assistant
2	Number of posts	26* (1988) subject to variation dependent on workload.
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1400-40-1600-50-2300-EB-60-2600
5	Whether selection post or non - selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification for direct recruit	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation , if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	(i) 75% by promotion failing which by transfer on deputation (ii) 25% by transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	(i) By Promotion 75% of ts by Stenographers 3 years regular service in the grade and speed of 100 WPM in stenography failing which by transfer on deputation . (ii) By transfer on deputation : 25% of posts by officials working in the field offices in the scale of Rs.1400-2300 or with 3 years service in the scale of Rs.1200-2040 , and who are qualified in stenography at 100 WPM or by officials similarly qualified in shorthand and holding analogous posts on regular basis in the Ministries / Departments of the Government of India.

		Note :- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other organisation Department of Central Government shall not ordinarily exceed three years .
13	If a departmental promotion committee exists what is its composition	Group "C" Departmental Promotion Committee consisting of – (1) Director /Dy. Director(Personnel) or officer of equivalent rank in-charge of Administration . (2) Another Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer . Note : The Senior officer amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	8. Stenographer
2	Number of posts	28* (1988) subject to variation dependent on workload .
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1200-30-1560-EB-40-2040.
5	Whether selection post or non - selection post	Selection
6	Whether benefit of added years of service under rule 30 of the CCS (Pension) Rule , 1972 admissible.	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification for direct recruit	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation , if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	(i) 20% by promotion failing which by transfer on deputation . (ii) 80% by transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	(i) By Promotion 20% of vacancies from amongst Clerks with 3 years regular service who qualify in the Limited Departmental Competitive examination conducted by the Comptroller and Auditor General of India failing which by transfer on deputation . (ii) By Transfer on deputation : 80% of vacancies from amongst persons in field offices of the department or holding analogous

		posts on regular basis in Central Government Ministries/ Departments . Note : - Period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other organisation/ Department of Central Government shall not ordinarily exceed three years.
13	If a departmental promotion committee exists what is its composition.	Group "C" Departmental Promotion Committee consisting of – (1) Director /Dy. Director(Personnel) or an officer of equivalent rank in charge of Administration . (2) Another Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer . Note : The Senior officer amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	9. Senior Gestetner Operator
2	Number of posts	1* (1988) subject to variation dependent on workload .
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.950-20-1150-EB-25-1400.
5	Whether selection post or non -selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification for direct recruit	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees.	Not applicable
10	Period of probation , if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	By promotion failing which by transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	(i) By Promotion (a) Junior Gestetner Operator with middle school pass qualification and three years regular service in the grade failing which . (b) Junior Gestetner Operator with middle school pass qualification having five years combined regular service in the grade of Daftry /Jamadar and failing both , (c) Daftry /Jamadar with middle school pass qualification and having six years regular service in the grade with proficiency in handling of Gestetner machine .

		(ii) Transfer on deputation : By officials holding analogous posts in field offices of Indian Audit and Accounts Department and other Departments of Government of India.
13	If a departmental promotion committee exists what is its composition	Group "C" Departmental Promotion Committee consisting of – (1) Director /Dy. Director(Personnel) or officer of equivalent rank in-charge of Administration . (2) Another Director/Dy. Director or an officer of equivalent rank (from a field office) (3) An Administrative Officer Note : The Senior officer amongst (1) and (2) above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	10. Assistant Librarian
2	Number of posts	(1988) * subject to variation dependent on work load .
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.1400-40-1600-50-2300-EB-60-2600.
5	Whether selection post or non -selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification for direct recruit	Not applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation , if any	Nil
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	By transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion/ deputation transfer to be made	By transfer on deputation of the following officials who have a degree of a recognized University and a Diploma in Library Science of a recognised Institution. Experience in Library work is desirable (a)Those holding analogous posts on regular basis in the field offices of the Department or Central Government Ministries/Department (b)Senior Accountant/ Senior Auditors of the Department working on a regular basis.
13	If a departmental promotion committee exists what is its composition	Not applicable
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 6

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (HEADQUARTERS OFFICE) (GROUP 'C' EX-CADRE POSTS) RECRUITMENT RULES, 1988

(Govt. of India, Ministry of Finance, Deptt. of Expenditure
G.S.R. No. 855 dated 14-10-88)

MINISTRY OF FINANCE
(Department of Expenditure)
New Delhi, the 14th October, 1988

G.S.R. 855: - In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President , after consultation with the Comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to Group "C" ex-cadre posts (as per annexure) in the office of the Comptroller and Auditor General of India, New Delhi, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Head Quarter office) Group "C" Ex-cadre post Recruitment Rules, 1988

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Application: - These rules shall apply to the posts specified in the column 1 of the schedule annexed to these rules .

3. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

4. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

5. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

6. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons .

7. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1	Name of the post	1. Caretaker
2	Number of posts	1* (1988) * subject to variation dependent on workload.
3	Classification	General Central Service Group 'C' Non-Gazetted Ministerial .
4	Scale of pay	Rs.1200-30-1560-EB-40-2040.
5	Whether selection post or non - selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not-applicable
7	Age limit for direct recruits	Not-applicable
8	Educational and other qualification for direct recruit	Not-applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not-applicable
10	Period of probation , if any	Not-applicable
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	By transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	Transfer on deputation from amongst: (i) Auditors/ Accountants from the field offices of Indian Audit and Accounts Department holding that post on regular basis: or (ii) Clerks with 5 years regular service in the grade in the office of the Comptroller and Auditor General of India . Desirable Qualifications : (a) Experience in Armed Forces or (b) 3 years service in Home Guard /Civil Defence volunteer and training in at least 'basic' and 'Refresher' course in Home Guard or Civil Defence .

		(The period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Govt. shall ordinarily not exceed three years).
13	If a departmental promotion committee exists what is its composition	Not applicable
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	2. Assistant Caretaker
2	Number of posts	1* (1988) subject to variation dependant on workload .
3	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4	Scale of pay	Rs.950-20-1150-EB-25-1500.
5	Whether selection post or non -selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	Not-applicable
7	Age limit for direct recruits	Not-applicable
8	Educational and other qualification for direct recruit	Not-applicable
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not-applicable
10	Period of probation , if any	Not applicable
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	By transfer on deputation .
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	Transfer on deputation : Clerks from the field offices of the Indian Audit and Accounts Department holding that post on regular basis . Desirable Qualification : (a) Experience in Armed Forces or (b) 3 years service in Home Guard /Civil Defense volunteer and training in at least 'Basic' and 'Refresher' courses in Home Guard or Civil Defence . (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other

		organization/department of the Central Govt. shall ordinarily not exceed three years).
13	If a departmental promotion committee exists what is its composition	Not applicable
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

APPENDIX – 7

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (HEADQUARTERS OFFICE
(GROUP 'D' POSTS) RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure
G.S.R. No. 874 dated 27-10-88)

MINISTRY OF FINANCE
(Department of Expenditure)
(New Delhi, the 27th October, 1988)

G.S.R. 855: - In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President , after consultation with the Comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Group "D" in the office of the Comptroller and Auditor General of India, New Delhi, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Head Quarter office) Group "D" post Recruitment Rules, 1988.

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Application: - These rules shall apply to the posts specified in column 1 of the schedule annexed to these rules .

3. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

4. Method of recruitment , age limit , qualification etc.: -The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

5. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

6. Power to relax:- Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving: - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

8. Liability of persons appointed as Peons to undergo Training as Home Guards: - Not with standing anything contained in these rules, every person appointed as a Peon under these rules except those who are physically handicapped to undergo such training shall undergo training as a Home Guard for a period of three years:

Provided that the Commandant General Home Guards may having regard to the performance of and standard of training achieved by any person during the period of training reduce such period to two years for reasons to be recorded in writing .

SCHEDULE

1	Name of the post	1. Peon
2	Number of posts	65* (1988) subject to variation dependant on workload .
3	Classification	General Central Service Group "D" Non-Gazetted
4	Scale of pay	Rs.750-12-870-EB-14-940.
5	Whether selection post or non -selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	No
7	Age limit for direct recruits	Between 18 to 25 years . Note :- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names .
8	Educational and other qualification for direct recruit	Essential : passed eight standard from a recognized school or Board . Desirable : (a) 3 years service as Home Guard or Civil Defence Volunteer and (b) Training in Basic and Refresher course in Home Guard or Civil Defence .
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation , if any	Two years for direct recruits .
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	Transfer failing which by direct recruitment . Note : - After appointment to the post of peon training in Home Guard will be obligatory except in the case of those who are physically handicapped to undergo such training .

12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	Transfer : (a) 25% of the vacancies shall be reserved for appointment by transfer from the grade of Safaiwala, Farash, Chowkidar and other Group "D" employees in the equivalent scale in the office of the Comptroller and Auditor General of India who have rendered 5 years regular service in the grade or combined regular service of 5 years in any of the grades and possess at least elementary literacy and give proof of ability to read English or Hindi . Note : (a) If eligible persons for transfer are not available the vacancies may be filled by direct recruitment and adjustment may be made by the Head of the Department if considered necessary . (b) 75% of the vacancies by transfer of Safaiwala, Farash, Chowkidar and other Group "D" employees in the equivalent scale in the Office of the Comptroller & Auditor General of India who possess the qualification prescribed for direct recruitment failing which by direct recruitment .
13	If a departmental promotion committee exists what is its composition?	Group "D" Departmental promotion Committee (for confirmation) consisting of : - 1. Administrative Officer (In-charge of Administration) . 2. Any other Administrative Officer (Other than in-charge of Administration) . 3. Accounts/Audit Officer from local field office(s) . Note : - The senior most officer amongst the three officers referred to above will be the Chairman .
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	2. Safaiwala
2	Number of posts	11* (1988) subject to variation dependant on workload .
3	Classification	General Central Service Group "D" Non-Gazetted
4	Scale of pay	Rs.750-12-870-EB-14-940.
5	Whether selection post or non-selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	No
7	Age limit for direct recruits	Between 18 and 25 years . Note :- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names .
8	Educational and other qualification for direct recruit	Desirable : passed fifth standard from a recognized school .
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation , if any	Two years .
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	Direct recruitment
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	Not applicable
13	If a departmental promotion committee exists what is its composition	Group "D" Departmental promotion Committee (for confirmation) consisting of : - 1. Administrative Officer (In-charge of Administration) . 2. Any other Administrative Officer (Other than in-charge of Administration). 3. Accounts/Audit Officer from local field

		office(s) . Note : - The senior most officer amongst the three officers referred to above will be the Chairman.
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	3. Farash
2	Number of posts	10* (1988) subject to variation dependent on work load .
3	Classification	General Central Service Group "D" Non-Gazetted .
4	Scale of pay	Rs.750-12-870-EB-14-940.
5	Whether selection post or non-selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 .	No
7	Age limit for direct recruits	Between 18 to 25 years . Note :- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names .
8	Educational and other qualification for direct recruit	Desirable : Passed fifth standard from a recognised school
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees	Not applicable
10	Period of probation , if any	Two years .
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	Direct recruitment.
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	Not applicable
13	If a departmental promotion committee exists, what is its composition ?	Group "D" Departmental promotion Committee (for confirmation) consisting of : - 1. Administrative Officer (In-charge of Administration) . 2. Any other Administrative Officer (Other than in-charge of Administration) .

		3. Accounts/Audit Officer from local field office(s) Note : - The senior most officer amongst the three officers referred to above will be the Chairman .
14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

1	Name of the post	4. Chowkidar
2	Number of posts	10* (1988) subject to variation dependent on work load .
3	Classification	General Central Service Group "D" Non-Gazetted
4	Scale of pay	Rs.750-12-870-EB-14-940.
5	Whether selection post or non-selection post	Not-applicable
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 admissible .	No
7	Age limit for direct recruits	Between 18 to 25 years . Note :- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8	Educational and other qualification for direct recruits.	Desirable :- (a) Passed fifth standard from a recognized school, and (b) Experience in Armed Forces or three years service as Home Guard or Civil Defence volunteer with training in basic and Refresher course in Home Guard or Civil Defence.
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees.	Not applicable
10	Period of probation , if any	2 years .
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/ percentage of vacancies to be filled by various methods.	Direct recruitment.
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion deputation /transfer to be made	Not applicable
13	If a departmental promotion committee	Group "D" Departmental promotion Committee (for confirmation) consisting of :-

	exists what is its composition.	1. Administrative Officer (In-charge of Administration) . 2. Any other Administrative Officer (Other than in-charge of Administration). 3. Accounts/Audit Officer from local field office(s). Note : - The senior most officer amongst the three officers referred to above will be the Chairman.
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of the post	5. Daftry
2	Number of posts	19* (1988) subject to variation dependent on workload.
3	Classification	General Central Service Group "D" Non- Gazetted
4	Scale of pay	Rs.775-12-955-EB-14-1025.
5	Whether selection post or non -selection post	Non-selection
6	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rule , 1972 admissible	No
7	Age limit for direct recruits	Between 18 to 25 years Note :- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names
8	Educational and other qualification for direct recruit	Essential :- Passed eight standard from a recognised School /Board Desirable :- Experience in stitching of files and binding work
9	Whether age and educational qualification prescribed for recruits will apply in the case of promotees.	No
10	Period of probation , if any	Two years for direct recruitment .
11	Method of recruitment whether by promotion or by deputation/ percentage of vacancies to be filled by various methods.	Promotion failing which by direct recruitment
12	In case of recruitment by Promotion /deputation transfer , grades from which promotion/ deputation /transfer to be made	Promotion ; Peon with three years regular service in that grade on seniority basis subject to rejection of unfit.
13	If a departmental promotion committee exists, what is its composition ?	Group "D" Departmental promotion Committee (for confirmation) consisting of : - 1. Administrative Officer (In-charge of Administration) 2. Any other Administrative Officer (Other than

		in-charge of Administration) 3. Accounts/Audit Officer from local field office(s) Note : - The senior most officer amongst the three officers referred to above will be the Chairman
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

1	Name of post	6. Jamadar
2	Number of posts	13* (1988) subject to variation dependent on workload.
3	Classification	General Central Service Group 'D' Non-Gazetted
4	Scale of pay	Rs.775-12-995-EB-14-1025.
5	Whether selection or non-selection post	Non-selection
6	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules, 1972 admissible.	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualification for direct recruits.	Not applicable
9	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	Not applicable
10	Period of probation if any.	Nil
11	Method of recruitment whether by promotion or by deputation/ percentage of vacancies to be filled by various methods.	Promotion
12	In case of recruitment by Promotion /deputation/ transfer , grades from which promotion/ deputation /transfer to be made	Promotion ; Peon with three years regular service in that grade on seniority basis subject to rejection of unfit.
13	If a departmental promotion committee exists, what is its composition ?	Group "D" Departmental promotion Committee (for confirmation) consisting of : - 1. Administrative Officer (In-charge of Administration) 2. Any other Administrative Officer (Other than in-charge of Administration) 3. Accounts/Audit Officer from local field office(s) Note : - The senior most officer amongst the three officers referred to above will be the Chairman

14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable
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1	Name of post	7. Junior Gestetner Operator.
2	Number of posts	2* (1988) subject to variation dependent on workload
3	Classification	General Central Service Group "D" Non- Gazetted
4	Scale of pay	Rs.800-15-1010-EB-20-1150.
5	Whether selection or non-selection post	Non-selection
6	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules, 1972 admissible.	No
7	Age limit for direct recruits	Between 18 and 25 years Note : The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names
8	Educational and other qualification for direct recruits.	Essential : Passed eight standard from a recognised school / Board . Desirable: Proficiency in operating and maintaining duplicating machine and electronic stencil cutter .
9	Whether age and educational qualifications prescribed for direct recruit will apply for Promotees.	No
10	Period of probation if any.	Two years for direct recruits.
11	Method of recruitment whether by promotion or by deputation/ percentage of vacancies to be filled by various methods.	Promotion failing which by direct recruitment.
12	In case of recruitment by Promotion /deputation/ transfer , grades from which promotion/ deputation /transfer to be made	Promotion: Daftry/ Jamadar with three years regular service in that grade on seniority basis subject to rejection of unfit who have proficiency in operating duplicating machine and electric stencil cutter.

13	If a departmental promotion committee exists, what is its composition ?	Group "D" Departmental promotion Committee (for confirmation) consisting of : - 1. Administrative Officer (In-charge of Administration) 2. Any other Administrative Officer (Other than in-charge of Administration) 3. Accounts/Audit Officer from local field office(s) Note : - The senior most officer amongst the three officers referred to above will be the Chairman
14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

APPENDIX - 8

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (ACCOUNTS OFFICER/ AUDIT OFFICER) RECRUITMENT RULES, 1989

(Govt. of India, Ministry of Finance, Deptt. of Expenditure
G.S.R. No. 148 dated 22-2-89)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Accounts Officer in the Accounts and Entitlement Offices and Audit Officers in the Audit Offices of the Indian Audit and Accounts Department (other than Commercial Audit Offices and Commercial Audit wings in Civil Audit offices) namely : -

1. Short title and commencement: - (I) These rules may be called the Indian Audit and Accounts Department (Accounts Officer /Audit Officer) Recruitment Rules, 1989

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

7. Repeal: - The Indian Audit and Accounts Department (Administrative Officers, Assistant Accounts Officers and Assistant Audit Officers) . Recruitment Rules, 1964 are hereby repealed in so far as recruitment in the field offices of the Indian Audit and Accounts Department , to the post of Accounts Officer in Accounts and Entitlement Offices and Audit Officers in the Audit Offices other than Commercial Audit Offices and /commercial Audit wings in Civil Audit Offices, is concerned provided that such repeal shall not affect anything done or action taken under the said rules, before such repeal .

SCHEDULE

1	Name of post	Accounts Officer
2	Number of posts	530* (1989) subject to variation dependent on workload Note:- Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may be order and for reasons to be recorded in writing declare not more than ten percent of these posts as ex-cadre . Appointment to such ex-cadre posts will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis ;or with 2 years regular service in posts in the scale of Rs. 2000-3500 or equivalent ; or with 5 years regular service in posts in the scale of Rs. 1640-2900 or equivalent : and possessing the qualifications and experience as decided by the Comptroller and Auditor General of India considering the duties attached to the posts .
3	Classification	General Central Service Group "B" Non-Ministerial.
4	Scale of pay	Rs.2375-75-3200-EB-100-3500
5	Whether selection or non-selection post	33 ¹ / ₃ % of the posts are selection posts and 66 ² / ₃ % are non-selection posts .
6	Age limit for direct recruits	Not applicable
7	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules, 1972 admissible.	Not applicable
8	Educational and other qualification required for direct recruits.	Not applicable
9	Whether age and other qualifications prescribed for direct recruit will apply in the case of Promotees.	Not applicable
10	Period of probation, if any.	Nil

11	Method of recruitment, whether by direct recruitment or by promotion or by deputation/percentages of vacancies to be filled by various methods	By promotion, failing which by transfer on deputation
12	In case of recruitment , by promotion deputation /transfer, grades from which promotion/ deputation/transfer to be made .	Promotion : Assistant Accounts Officer with five years of combined regular service as Assistant Accounts Officer and Section Officer . Transfer on deputation : Accounts Officers/Audit Officers or Assistant Accounts/Assistant Audit Officers with five years combined regular service as Assistant Accounts Officers and Section Officers/Section Officers (Audit) an any other cadre controlling office in the department or similar organisation under Government of India . (The departmental officers in the feeder category who are in the direct line of promotion will not eligible for consideration for appointment on deputation . Similarly, deputationists shall not be eligible for consideration for appointment by promotion . Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed 3 years) . Note :- As the cadre of Accounts Officers and the feeder cadres are not centralised , these rules are applicable to each cadre in the various field offices of the Indian Audit and Accounts Department .
13	If a Departmental promotion committee exists, what is its composition ?	Group B Departmental Promotion Committee (for promotion) : 1. Cadre Controlling Accountant General /Principal Director of Audit. 2. Two other officers of the rank of Accountant General /Principal Director of Audit to be nominated by the Comptroller and Audit General of India Note : The Senior most of them will be the Chairman .

14	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Consultation with Union Public Service Commission not necessary.
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1	Name of posts	Audit Officers
2	No. of posts	2640* (1989) subject to variation dependent on work load . Note : - Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may be order and for reasons to be recorded in writing declare not more than ten percent of these posts as ex-cadre Appointment to such ex-cadre posts will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis ;or with 2 years regular service in posts in the scale of Rs.2000-3500 or equivalent ; or with 5 years regular service in posts in the scale of Rs.1640-2900 or equivalent : and possessing the qualifications and experience as decided by the Comptroller and Auditor General of India considering the duties attached to the posts .
3	Classification	General Central Service Group "B" Gazetted Non-ministerial .
4	Scale of pay	Rs.2375-75-3200-EB-100-3500.
5	Whether selection or non selection post	33 ¹ / ₃ % of the posts are selection posts and 66 ² / ₃ % are non-selection posts
6	Age limit for direct recruits	Not applicable
7	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8	Educational and other qualification required for direct recruits	Not applicable
9	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10	Period of probation , if any .	Nil

11	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By promotion, failing which by transfer on deputation.
12	In case of recruitment , by promotion deputation /transfer, grades from which promotion / deputation/ transfer to be made .	Promotion : Assistant Audit Officer with five years of combined regular service as Assistant Audit Officer and Section Officer. Transfer on deputation : Audit/Accounts Officer or Assistant Audit/Assistant Accounts Officers with five years combined service as Assistant Audit/Assistant Accounts Officer and Section Officer (Audit)/Section officer in any other cadre controlling office in the department or similar organisation under Government of India. (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed 3 years) . Note :- As the cadre of Accounts Officers and the feeder cadres are not centralised , these rules are applicable to each cadre in the various field offices of the Indian Audit and Accounts Department .
13.	If a Departmental promotion committee exists, what is its composition	Group B Departmental Promotion Committee: 1. Cadre Controlling Accountant General /Principal Director of Audit. 2. Two other officers of the rank of Accountant General /Principal Director of Audit to be nominated by the Comptroller and Auditor General of India .

		Note : The Senior most of them will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making requirement	Consultation with UPSC not necessary

APPENDIX - 9

INDIAN AUDIT AND ACCOUNTS DEPARTMENT AUDIT OFFICER (COMMERCIAL) RECRUITMENT RULES, 1989

(Govt. of India, Ministry of Finance, Deptt. of Expenditure
G.S.R. No. 149 dated 22-2-89)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President after consultation with the comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to the post of Audit Officer (Commercial) in Commercial Audit Offices and Civil Audit Offices (Commercial Audit Wing) in Indian Audit and Accounts Department namely: -

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department , Audit Officer (Commercial) Recruitment Rules, 1989

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

7. Repeal: - The Indian Audit and Accounts Department (Administrative Officers, Assistant Accounts Officers and Assistant Audit Officers) . Recruitment Rules, 1964 are hereby repealed in so far as recruitment in the field offices of the Indian Audit and Accounts Department , to the posts of Accounts Officer in Accounts and Entitlement Offices and Audit Officers in the Audit Offices other than Commercial Audit Offices and /commercial Audit wings in Civil Audit Offices, is concerned provided that such repeal shall not affect anything done or action taken under the said rules, before such repeal .

SCHEDULE

1.	Name of posts	Audit Officer (Commercial)
2.	Number of posts	600* (1989) subject to variation dependent on workload Note : - Where the Comptroller and Audit General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing declare not more than ten percent of these posts as ex-cadre (1) Appointment to such ex-cadre posts will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis ;or with 2 years regular service in posts in the scale of Rs.2000-3500 or equivalent ; or with 5 years regular service in posts in the scale of Rs.1640-2900 or equivalent : and possessing the qualifications and experience as decided by the Comptroller and Auditor General of India considering the duties attached to the posts . (2) To the extent the cadre controlling authority of Audit Officer (Commercial) is not able to provide officers to man the posts in Commercial Audit Wing of the Civil Audit Offices, the Head of Department in the rank of Accountant General of such Civil Audit offices have the authority temporarily to operate these posts by staff drawn Civil audit side till qualified Commercial Audit staff become available .
3.	Classification	General Central Service Group "B" Gazetted Non-ministerial
4.	Scale of pay	Rs.2375-75-3200-EB-100-3500
5.	Whether selection or non selection post	33 ¹ / ₃ % of the posts are selection posts and 66 ² / ₃ % are non-selection posts
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in	Not applicable

	the case of promotees	
10.	Period of probation , if any	Nil
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method	By promotion, failing which by transfer on deputation
12.	In case of recruitment , by promotion deputation /transfer, grades from which promotion /deputation/transfer to be made	Promotion : Assistant Audit Officer (Commercial)with five years of combined regular service as Assistant Audit Officer (Commercial) and Section Officer . Transfer on deputation : Audit/Accounts Officers or Assistant Audit/Assistant Accounts Officers with five years combined regular service as Assistant Audit /Assistant Accounts Officers/Section Officers/ Section Officers (Audit) in any other cadre controlling office in the department or similar organisation under Government of India . (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly, deputationists shall not be eligible for consideration for appointment by promotion .Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed 3 years) .
13.	If a Departmental promotion committee exists, what is its composition	Group B Departmental Promotion Committee 1. Cadre Controlling Accountant General/Principal Director of Audit 2. Two other officers of the rank of Accountant General /Principal Director of Audit to be nominated by the Comptroller and Audit General of India . Note : The Senior most of them will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making requirement	Consultation with UPSC not necessary

APPENDIX - 10

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (ASSISTANT
ACCOUNTS OFFICER/ASSISTANT AUDIT OFFICER)
RECRUITMENT RULES, 1989**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure
G.S.R. No. 150 dated 22-2-89)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President after consultation with the Comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to the post of Assistant Accounts Officer in the Accounts and Entitlement Offices and Assistant Audit Officers in the Audit Office (other than Commercial Audit officers and Commercial Audit wings in Civil Audit offices) of the Indian Audit and Accounts Department namely : -

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Assistant Accounts Officer/Assistant Audit Officer) Recruitment Rules, 1989.

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of posts	Assistant Accounts Officer
2.	Number of posts	1720* (1989) subject to variation dependent on work load Note : - Where the Comptroller and Audit General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing declare not more than ten percent of these posts as ex-cadre . Appointment to such ex-cadre posts will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis ; or with 3 years regular service in posts in the scale of Rs.1640-2900 or equivalent ; or with 8 years regular service in posts in the scale of Rs.1400-2300-2600 or equivalent : and possessing the qualifications and experience as decided by the Comptroller and Auditor General of India considering the duties attached to the posts.
3.	Classification	General Central Service Group "B" Gazetted Non-ministerial
4.	Scale of pay	Rs.2000-60-2300-EB-75-3200
5.	Whether selection or non selection post	Not selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation , if any	Two years
11.	Method of recruitment, whether by direct recruitment or by promotion or by	By promotion, failing which by transfer on deputation

	deputation/ transfer and percentage of the vacancies to be filled by various method	
12.	In case of recruitment , by promotion deputation /transfer, grades from which promotion/deputation/transfer to be made	Promotion : Section Officer who have qualified in Section Officers grade examination and have three years of regular service in the grade . Transfer on deputation : Assistant Accounts / Assistant Audit Officers or Section Officer/ Section Officer (Audit) with three years regular service as Section Officer/Section Officer (Audit) in any other cadre controlling office in the department or similar organisation under Government of India . (The departmental officers in the feeder category who are in the direct line of promotion will not eligible for consideration for appointment on deputation . Similarly, deputationists shall not be eligible for consideration for appointment by promotion . Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed 3 years) . Note :- As the cadre of Assistant Audit officers and the feeder cadres are not centralised, these rules are applicable to each cadre in the various field offices of the Indian Audit and Accounts Department .
13.	If a Departmental promotion committee exists, what is its composition	Group B Departmental Promotion Committee 1. Cadre Controlling Accountant General /Principal Director of Audit. 2. Two other officers of the rank of Accountant General /Principal Director of Audit to be nominated by the Comptroller and Auditor General of India . Note : The Senior most of them will be the Chairman .

14.	Circumstances in which the UPSC is to be consulted in making requirement	Consultation with UPSC not necessary
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1.	Name of posts	Assistant Audit Officer
2.	Number of posts	5650* (1989) subject to variation dependent on work load Note : - Where the Comptroller and Audit General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing declare not more than ten percent of these posts as ex-cadre . Appointment to such ex-cadre posts will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis ; or with 3 years regular service in posts in the scale of Rs.1640-2900 or equivalent ; or with 8 years regular service in posts in the scale of Rs.1400-2300/2600 or equivalent : and possessing the qualifications and experience as decided by the Comptroller and Auditor General of India considering the duties attached to the posts .
3.	Classification	General Central Service Group "B" Gazetted Non-ministerial
4.	Scale of pay	Rs.2000-60-2300-EB-75-3200
5.	Whether selection or non selection post	Not selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation , if any	Two years
11.	Method of recruitment, whether by direct recruitment or by promotion or by	By promotion, failing which by transfer on deputation

	deputation/transfer and percentage of the vacancies to be filled by various method	
12.	In case of recruitment , by promotion deputation /transfer, grades from which promotion/deputation/transfer to be made	Promotion : Section Officer(Audit) who have qualified in Section Officers grade examination and have three years of regular service in the grade . Transfer on deputation : Assistant Audit / Assistant Accounts Officers or Section Officer (Audit) / Section Officer with three years regular service as Section Officer (Audit) Section Officer in any other cadre controlling office in the department or similar organisation under Government of India . (The departmental officers in the feeder category who are in the direct line of promotion will not eligible for consideration for appointment on deputation . Similarly, deputationists shall not be eligible for consideration for appointment by promotion . Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed 3 years) . Note :- As the cadre of Assistant Audit officers and the feeder cadres are not centralised, these rules are applicable to each cadre in the various field offices of the Indian Audit and Accounts Department .
13.	If a Departmental promotion committee exists, what is its composition	Group B Departmental Promotion Committee 1. Cadre Controlling Accountant General /Principal Director of Audit. 2. Two other officers of the rank of Accountant General /Principal Director of Audit to be nominated by the Comptroller and Auditor General of India . Note : The Senior most of them will be the Chairman .

14.	Circumstances in which the UPSC is to be consulted in making recruitment	Consultation with UPSC not necessary.
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APPENDIX - 11

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT, ASSISTANT AUDIT OFFICER
(COMMERCIAL) RECRUITMENT RULES, 1989**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure, G.S.R.
No. 151 dated 22-2-89)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to the post of Assistant Audit Officer (Commercial) in the Commercial Audit Offices and in Civil Audit offices (Commercial Audit Wing) in the Indian Audit and Accounts Department namely : -

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department Assistant Audit Officer (Commercial) Recruitment Rules, 1989

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Assistant Audit Officer (Commercial)
2.	Number of posts	1085* (1989) subject to variation dependent on work load Note : - Where the Comptroller and Audit General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing declare not more than ten percent of these posts as ex-cadre . (1) Appointment to such ex-cadre posts will be made on transfer on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis ; or with 3 years regular service in posts in the scale of Rs.1640-2900 or equivalent ; or with 8 years regular service in posts in the scale of Rs.1400-2300/2600 or equivalent : and possessing the qualifications and experience as decided by the Comptroller and Auditor General of India considering the duties attached to the posts. (2) To the extent the cadre controlling authority of Assistant Audit Officer (Commercial) is not able to provide officers to man the posts in Commercial Audit wing of Civil Offices, the head of Department in the rank of Accountant General of such Civil Audit Offices have the authority temporarily to operate these posts by staff drawn from Civil Audit side till qualified Commercial Audit staff become available .
3.	Classification	General Central Service Group "B" Gazetted Non-ministerial
4.	Scale of pay	Rs.2000-60-2300-EB-75-3200
5.	Whether selection or non selection post	Non selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable

8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	Two years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By promotion, failing which by transfer on deputation
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : Section Officer(Commercial) who have qualified in Section Officer grade examination and have three years of regular service in the grade . Transfer on deputation : Assistant Audit / Assistant Accounts Officers or Section Officer (Audit)/ Section Officer with three years regular service as Section Officer (Audit) / Section Officer in any other cadre controlling office in the department or similar organisation under Government of India . (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation . Similarly, deputationists shall not be eligible for consideration for appointment by promotion . Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed 3 years) .

13.	If a Departmental promotion committee exists, what is its composition	Group B Departmental Promotion Committee 1. Cadre Controlling Accountant General /Principal Director of Audit. 2. Two other officers of the rank of Accountant General /Principal Director of Audit to be nominated by the Comptroller and Auditor General of India . Note : The Senior most of them will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Consultation with UPSC not necessary

APPENDIX - 12

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (SENIOR PERSONAL ASSISTANT) RECRUITMENT RULES, 1988

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 1010 dated 20-12-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to the post of Senior Personal Assistant in the field offices of the Indian Audit and Accounts Department, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Senior Personal Assistant) Recruitment Rules, 1988

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

3. Method of recruitment , age limit , qualification etc.:- The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Senior Personal Assistant
2.	Number of posts	6* (1988) subject to variation dependent on work load .
3.	Classification	General Central Service Group "B" Gazetted Non-ministerial .
4.	Scale of pay	Rs.2000-60-2300-EB-75-3200 .
5.	Whether selection or non selection post	Non selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	No
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	Two years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By promotion, failing which by transfer on deputation .
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : (i) Senior Personal Assistant (Group "C") in the grade of Rs.1640-2900 with two years regular service in the grade, failing which . (ii) Senior Personal Assistant (Group "C") with seven years combined service as Senior Personal Assistant (Group "C"), Manager (Typing Pool) and Personal Assistant ,failing both , (iii) (a) In offices having Manager (Typing Pool), Manager (Typing Pool) with seven years combined regular service as Manager (Typing Pool) and Personal Assistant

		failing which Personal Assistant with seven years regular service in the grade . (b) In offices having no Manager (Typing Pool), Personal Assistant with seven years regular service in the grade . Transfer on deputation : From other offices of the Indian Audit & Accounts Department . (i) Officers holding analogous posts on a regular basis , or (ii) Senior Personal Assistant (Group "C") or Manager (Typing Pool) or Personal Assistants having the regular service as prescribed under the field of promotion . (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.). Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years). Note: (1) Where the Departmental Promotion Committee does not find the existing Senior Personal Assistant (Group "C") eligible for promotion, the case will be got assessed periodically till such time the officer is found fit for holding the post in the higher grade of Rs.2000-3200 . Till then, the officers will continue to draw pay in the pay scale of Rs.1640-2900 . (2) As the cadre of Senior Personal Assistant and the feeder cadres are not centralised, these rules applicable to each cadre in the various field offices of the Indian Audit and Accounts Department .
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13.	If a Departmental promotion committee exists, what is its composition	Group B Departmental Promotion Committee (For promotion) : 1. Cadre Controlling Officer of the rank of Accountant General /Principal Director of Audit and 2. Two officers of the rank of Accountant General /Principal Director of Audit of which one will be from an office other than the one in which promotion are considered. Note : The Senior most of them will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Consultation with UPSC not necessary

APPENDIX - 13

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (DIVISIONAL ACCOUNTS OFFICER) RECRUITMENT RULES, 1989

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 493 dated 26-6-89)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the President of India , hereby makes the following rules to regulate the method of recruitment to the post of Divisional Accounts Officer under the cadre control of the Accounts and Entitlement offices of the Indian Audit and Accounts Department , namely : -

1. Short title and commencement:- (i) These rules may be called the Indian Audit and Accounts Department (Divisional Accounts Officer) Recruitment Rules, 1989

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Divisional Accounts Officer .
2.	Number of posts	700* (1989) subject to variation dependent on work load .
3.	Classification	General Central Service Group "B" Gazetted
4.	Scale of pay	Rs.2000-60-2300-EB-75-3200 .
5.	Whether selection or non selection post	Non selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	No
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	2 years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By promotion, failing which by transfer on deputation .
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : By promotion of Selection Grade Divisional Accountant with three years of regular service in the grade of Rs.1640-2900 . Transfer on deputation : (i) Assistant Accounts Officer or Assistant Audit Officer from offices of the Indian Audit & Accounts Department holding the post on a regular basis with experience in Works Accounts or Works Audit ; or (ii) Selection Grade Divisional Accountant from other offices of the Indian Audit & Accounts Department with three years regular service in the grade . (The departmental officers in the feeder grade who are in the direct line of

		promotion will not be eligible for consideration for appointment on deputation . Similarly deputationist shall not be eligible for appointment by promotion.. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation / department of the Central Government shall ordinarily not exceed 3 years) . Note: As the cadre of Divisional Accounts Officer and feeder cadre are not centralised, these rules are applicable to each cadre in the various Accounts and Entitled offices of the Indian Audit and Accounts Department .
13.	If a Departmental promotion committee exists, what is its composition	Group B Departmental Promotion Committee 1. Cadre Controlling Officer of the rank of Accountant General . 2. Two other officers of the rank of Accountant General of which one will be from an office other than the one in which promotion are considered. Note : The Senior most of them will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Consultation with UPSC not necessary

APPENDIX - 14

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT SECTION
OFFICER (ACCOUNTS) AND SECTION OFFICER (AUDIT)
RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 173 dated 12-2-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, and in supersession of the Indian Audit and Accounts Department (Subordinate Accounts Service and Subordinate Railway Audit Service) service Rules, 1974 so far as they relate to the posts of Section Officer (Accounts) in the Accounts and Entitlement Offices and Section Officer (Audit) in the Audit Offices other than Commercial Audit Offices except as respect things done or omitted to be done before such supersession, hereby makes the following rules to regulate the method of recruitment in the field offices of the Indian Audit and Accounts Department to posts of Section Officer (Accounts) in the Accounts and Entitlement Offices and Section Officer (Audit) in the Audit Offices, other than Commercial Audit Offices and Commercial Audit Wings in Civil Audit Offices, namely :

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department Section Officer (Accounts) and Section Officer (Audit) Recruitment Rules, 1988

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Application: - These rules shall apply to the posts specified in the Schedule annexed to these rules .

3. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the said schedule .

4. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

5. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

6. Initial Constitution: - Notwithstanding anything contained in these rules, in the offices of the Accountants General (Audit) formed under the scheme of restructuring of cadres, the Section Officers kept in the waiting list of the corresponding , Accounts and Entitlement Offices will first be transferred to the post of Section Officer (Audit) before the vacancies are filled by any of the methods mentioned herein .

7. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

8. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	1. Section Officer (Accounts) 2. Section Officer (Audit)
2.	Number of posts	427* (1987) subject to variation depending on work load. 1439 * (1987) Subject of variation depending on work load. Note : - Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing declare any of these posts as ex-cadre .
3.	Classification	General Central Service Group "C" Non-Gazetted Ministerial . General Central Service Group "C" Non Gazetted Ministerial .
4.	Scale of pay	Rs.1640-60-2600-EB-75-2900 . Rs.1640-60-2600-EB-75-2900
5.	Whether selection or non selection post	Selection
6.	Age limit for direct recruits	25 Years Note : The crucial date for determining the age limit shall be as advertised .
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	No
8.	Educational and other qualification required for direct recruits	Bachelor's Degree of a recognised University with 50% marks .
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	No
10.	Period of probation , if any	Two years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	Promotion, failing which by transfer/ transfer on deputation failing both by direct recruitment . Note : The direct recruits will be selected on the basis of entrance examination conducted by the Comptroller and Auditor General of India or any authority specified by him, During the period of probation they should qualify in the Section Officer's Grade Examination for appointment as regular Section Officers.

12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	(1) Promotion : Departmental candidates who have passed the Section Officer's Grade Examination conducted by the Comptroller and Auditor General of India . Transfer on deputation / transfer : Section Officer's/ Section Officer's Grade Examination passed staff from any other cadre controlling office of the department or Similarly qualified staff from any Accounting organisation under Government of India . (Period of deputation shall ordinarily not exceed three years). 2. Promotion : Departmental candidates who have passed the Section Officer's Grade Examination conducted by the Comptroller and Auditor General of India . Transfer on deputation / transfer : Section Officer's/ Section Officer's Grade Examination passed staff from any other cadre controlling office of the department or Similarly qualified staff from any Accounting organisation under Government of India . (Period of deputation shall ordinarily not exceed three years).
13.	If a Departmental promotion committee exists, what is its composition	Group 'C' Departmental Promotion Committee consisting of : 1. Senior Deputy Accountant General/ Deputy Accountant General in charge of administration Group . 2. Any other Senior Deputy Accountant General / Deputy Accountant General of equivalent rank (from an office other than the one in which promotion are considered) . 3. An Accounts Officer . The Senior most of Officers amongst (1) and (2) above will be the Chairman. Group 'C' Departmental Promotion Committee consisting of : 1. Senior Deputy Accountant General / Deputy Accountant General in charge of administration Group . 2. Any other Senior Deputy Accountant General / Deputy Accountant General of equivalent rank (from an office other than the

		one in which promotion are considered) . 3. An Audit Officer . Note : The Senior most of Officers amongst (1) and (2) above will be the Chairman. .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 15

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT, SECTION
OFFICER (COMMERCIAL AUDIT) RECRUITMENT RULES,
1988**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 172 dated 12-2-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, and in supersession of the Indian Audit and Accounts Department (Subordinate Accounts Service and Subordinate Railway Audit Service) service Rules, 1974 so far as they relate to the posts of Section Officer (Commercial) in the Commercial Audit Offices and the Commercial Audit Wings in Civil Audit Offices, except as respect things done or omitted to be done before such supersession, hereby makes the following rules to regulate the method of recruitment in the field offices of the Indian Audit and Accounts Department to the post of Section Officer (Commercial) in the Commercial Audit Offices and Commercial Audit Wings in the Civil Audit Offices, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department Section Officer (Commercial Audit) Recruitment Rules, 1988

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Section Officer (Commercial)
2.	Number of posts	297* (1987) Includes 153 posts in Commercial Audit Wing of Civil Audit Offices. Subject to variation dependent on work load Note : - (1) Where the Comptroller and Audit General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing declare any of these posts as ex-cadre . (2) To the extent the cadre controlling authority of Section Officer (Commercial) is not able to provide staff to man the posts in Commercial Audit Wing of Civil Audit Offices, the Heads of Department in the rank of Accountant General have the authority temporarily to operate these posts by staff drawn from Civil Audit side till qualified commercial staff become available.
3.	Classification	General Central Service Group "C" Non-Gazetted Ministerial .
4.	Scale of pay	Rs.1640-60-2600-EB-75-2900 .
5.	Whether selection or non selection post	Selection
6.	Age limit for direct recruits	25 Years Note : The crucial date for determining the age limit shall be as advertised .
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	No
8.	Educational and other qualification required for direct recruits	Essential : Bachelor's Degree of a recognised University with 50% marks . Desirable : Master's Degree in Commerce of a recognised University/ C.A./ I.C.W.A.

9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	No
10.	Period of probation , if any	2 years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	Promotion, failing which by transfer on deputation failing both by direct recruitment . Note : The direct recruits will be selected on the basis of entrance examination conducted by the Comptroller and Auditor General of India or any authority specified by him, During the period of probation they should qualify in the prescribed Departmental Examination for appointment as regular Section Officers.
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : Departmental candidates who have passed the Section Officer's Grade Examination conducted by the Comptroller and General of India . Transfer on deputation / transfer : Section Officer's/ Section Officer's Grade Examination passed staff from any other cadre controlling Audit Office of the department .
13.	If a Departmental promotion committee exists, what is its composition	Group 'C' Departmental Promotion Committee consisting of : 1. Assistant Controller and Auditor General (Commercial) . 2. Any Director / Deputy Director or an Officer of equivalent rank (Working in the non-commercial wing in IAAD) . 3. An Administrative Officer .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 16

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT,
SUPERVISOR (AUDIT) RECRUITMENT RULES, 1990**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 395 dated 22-5-90)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Supervisor (Audit) in the Audit Offices of the Indian Audit and Accounts Department, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department Supervisor (Audit) Recruitment Rules, 1990 .

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such a person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Supervisor (Audit)
2.	Number of posts	138* (1990) * Subject to variation dependent on work load
3.	Classification	General Central Service Group "C" Ministerial Non-Gazetted
4.	Scale of pay	Rs.1640-60-2600-EB-75-2900
5.	Whether selection or non selection post	Selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	Nil
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method	By Promotion, failing which by transfer on deputation
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : (i) Senior Auditors in the scale of Rs.1400-2600 with five year's regular service who have passed departmental examination for Auditors or Part-I of Section Officer Grade Examination failing which – (ii) Senior Auditors in the scale of Rs.1400-2600 with a combined ten years' regular service in the grade and in the grade of Auditor in the scale of Rs.1200-2040 who have passed departmental examination for Auditors or Part I of Section Officers Grade Examination, failing which,- (iii) Auditors in the scale of Rs.1200-2040 with ten years regular service in the grade who

		have passed departmental examination for Auditors or Part-I of Section Officers Grade Examination. Note: - (1) Service as Senior Auditor includes the services in the non-functional selection grade Auditor prior to restructuring of cadres. (2) If an Officer is considered for promotion all persons senior to him/her shall also be considered (if they have successfully completed the probation where applicable) notwithstanding that they may not have rendered the requisite number of years of service in the feeding cadres. (3) The requisite years of service prescribed above should be in the relevant feeder cadres in the field offices concerned. Transfer on deputation / transfer : From other Audit Offices in Indian Audit and Accounts Department - (i) Supervisors (Audit) holding the post on regular basis, or (ii) Subject to satisfying the requirements mentioned in any of the items under the heading "Promotion" above, Senior Auditors and Auditors . (The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation . Similarly deputationists shall not be eligible for consideration for appointment by promotion . Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central government shall ordinarily not exceed three years) . Note.- As the cadre of Supervisors(Audit) and the feeder cadres are not centralised for the entire department, these rules are applicable to each cadre in the various Audit Offices of the Department .
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13.	If a Departmental promotion committee exists, what is its composition	Group 'C' Departmental Promotion Committee (for promotion) consisting of : 1. Senior Deputy Accountant General/ Deputy Accountant General or an Officer of equivalent rank in-charge of Administration group. 2. Any other Senior Deputy Accountant General or an Officer of equivalent rank (From an office other than the one in which promotions are considered) . 3. An Audit Officer . Note - The Senior amongst (1) and (2) above will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 17

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
SUPERVISOR (ACCOUNTS) RECRUITMENT RULES, 1986**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 570 dated 4-7-86)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Supervisor (Accounts) in the Accounts and Entitlement Offices of the Indian Audit and Accounts Department, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department Supervisor (Accounts) Recruitment Rules, 1986 .

(II) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such a person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Supervisor (Accounts)
2.	Number of posts	265* Subject to variation dependent on work load
3.	Classification	General Central Service Group "C" Ministerial Non-Gazetted
4.	Scale of pay	Rs.1640-60-2600-EB-75-2900
5.	Whether selection or non selection post	Selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	2 Years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By Promotion, failing which by transfer on deputation
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : (1) Senior Accountants in the scale of Rs.1400-2600 with five years regular service in the grade who have passed departmental examination for Accountants or Part-I of Section Officer Grade Examination failing which - (2) Senior Accountants in the scale of scale of Rs.1400-2600 with a combined ten years regular service in this grade and in the grade of Accountants in the scale of Rs.1200-2040 who have passed departmental examination for Accountants or Part-I of Section Officer's Grade Examination, failing which . (3) Accountants in the scale of Rs.1200-2040 with ten years regular service

		in the grade who have passed departmental examination for Accountants . Transfer on deputation / transfer : From other Accounts Offices in Indian Audit and Accounts Department - 1 Supervisors (Accounts) and 2 Subject to satisfying the requirement mentioned in any of the items under the heading "Promotion" above, Senior Accountants and Accountants. (Period of deputation shall ordinarily not exceed three years) .
13.	If a Departmental promotion committee exists, what is its composition	1. Accountant General- Chairman . 2. Two Group 'A' Officers - Members .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 18

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (MANAGER
TYPING POOL) RECRUITMENT RULES, 1987**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 444 dated 27-5-87)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Manager (Typing Pool) in the field Offices of the Indian Audit and Accounts Department, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Manager Typing Pool) Recruitment Rules, 1987 .

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, its classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such a person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Manager (Typing Pool)
2.	Number of posts	63* (1987) Subject to variation dependent on work load
3.	Classification	General Central Service Group "C" Non-Gazetted Ministerial
4.	Scale of pay	Rs.1640-60-2600-EB-75-2900
5.	Whether selection or non selection post	Non-Selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	2 Years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By Promotion, failing which transfer on deputation
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : (a) Personal Assistant in the grade of Rs.1400-2600 with four years regular service in that grade and having a speed of 100 words per minute in short hand ,failing which , (b) Personal Assistant in the grade of Rs.1400-2600 with a combined regular service of ten years in the grade of Personal Assistant and Stenographer (1200-2040) and having speed of 100 words per minute in shorthand . Transfer on deputation: (i) Manager (Typing Pool) ; or (ii) Personal Assistant ,Satisfying conditions mentioned in item (a) or

		item (b) from other offices in the Indian Audit and Accounts Department(Period of deputation shall ordinarily not exceed three years).
13.	If a Departmental promotion committee exists, what is its composition	Group 'C' Departmental Promotion Committee consisting of : 1. Head of Department in the rank of Accountant General- Chairman 2. Senior Deputy Accountant/Deputy Accountant General or Officer of equivalent rank in Administration Group -Member 1. Senior Deputy Accountant General or Deputy Accountant General or Officer of equivalent rank- Member .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 19

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (SELECTION
GRADE DIVISIONAL ACCOUNTANT) RECRUITMENT
RULES, 1987**

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 445 dated 27-5-87)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Selection Grade Divisional Accountant under the cadre control of the Accounts and Entitlement Offices of the Indian Audit and Accounts Department, namely:-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Selection Grade Divisional Accountant) Recruitment Rules, 1987 .

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, its classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit , qualification etc.: -The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Selection Grade Divisional Accountant
2.	Number of posts	1745* (1987) Subject to variation dependent on work load
3.	Classification	General Central Service Group "C" Non-Gazetted Ministerial
4.	Scale of pay	Rs.1640-60-2600-EB-75-2900
5.	Whether selection or non selection post	Non-Selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	2 Years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By Promotion, failing which by transfer on deputation
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : Divisional Accountant in the grade of Rs.1400-2600 with five years regular service in the grade . Transfer on deputation : Section Officer Grade Examination passed staff or Section Officers (Accounts) of the Accounts and Entitlement offices (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department shall ordinarily not exceed three years) .

13.	If a Departmental promotion committee exists, what is its composition	Group 'C' Departmental Promotion Committee consisting of : 1. Senior Deputy Accountant General or Deputy Accountant General or an Officer of equivalent rank in charge of administration of the cadre of Divisional Accountants ; 2. Any other senior Deputy Accountant General or Deputy Accountant General or an Officer of an equivalent rank ; and 3. An Accounts Officer Note : The Senior most Officer amongst (1) and (2) above will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 20

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (DIVISIONAL ACCOUNTANT) RECRUITMENT RULES, 1988

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 749 dated 8-9-88 read with G.S.R. No. 460 date 5-7-1990)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Divisional Accountant under the cadre control of the Accounts and Entitlement Offices of the Indian Audit and Accounts Department, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Divisional Accountant) Recruitment Rules, 1988 .

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, its classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such a person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Divisional Accountant
2.	Number of posts	2504* (1988) Subject to variation dependent on work load
3.	Classification	General Central Service Group "C" Non-gazetted Ministerial
4.	Scale of pay	Rs.1400-40-1600-50-EB-60-2600
5.	Whether selection or non selection post	Not-applicable
6.	Age limit for direct recruits	Between 18 and 25 years Note: The crucial date for determining age limit shall be as advertised .
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	No
8.	Educational and other qualification required for direct recruits	Bachelor's degree of a recognised University Note: The educational qualification is relaxable under the orders of the Comptroller and Auditor General of India for specified categories of staff in the Indian Audit and Accounts Department and State Public Works Accounts Clerks .
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	2 Years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	Direct Recruitment ; Note 1. The direct recruits will be selected on the basis of an entrance examination conducted by an authority specified by the Comptroller and Auditor General of India During the period of probation, they should qualify in the prescribed Departmental Examination . However, in West Bengal, before the vacancies are filled up by direct recruitment the Senior Accounts clerk recruited by the Accountant General (Accounts and Entitlement), West Bengal through the initial recruitment examination for Divisional Accountants before the commencement of these rules and who have qualified, or who qualify, in the departmental

		examination within the prescribed chances shall be considered for promotion as Divisional Accountants. Note 2. Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from :- (1) Accountants (Rs.1200-2040) and senior Accountants (Rs.1400-2600) (belonging to the Accounts and Entitlement office in whose jurisdiction the vacancies have arisen) who have passed the Departmental Examination for Accountants and have 5 years regular service as Accountant/Senior Accountant including 2 years experience in Works section , or (ii) State Public Works Clerks holding posts equivalent to or comparable with that of Accountant / Senior Accountant on a regular basis for 5 years including 2 years experience in Public Works Accountants. Note 3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 3 years.
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	As Stated in column 11
13.	If a Departmental promotion committee exists, what is its composition	Group 'C' Departmental Promotion Committee consisting of : 1. Senior Deputy Accountant General or Deputy Accountant General (dealing with the cadre of Divisional Accountant) ; 2. Any other senior Deputy Accountants

		General or Deputy Accountant General or Officer of equivalent rank (from an office other than the one in which confirmations are considered) 3. An Accounts Officer Note : The Senior most Officer amongst (1) and (2) above will be the Chairman .
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 21

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (SENIOR AUDITORS) RECRUITMENT RULES, 1985

(Govt. of India, Ministry of Finance, Deptt. of Expenditure,
G.S.R. No. 1154 dated 6-12-85 read with G.S.R. No. 573 date 9-8-90)

MINISTRY OF FINANCE
(Department of Expenditure)
New Delhi, the 6th December, 1985

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Senior Auditor in the field offices of the Indian Audit and Accounts Department, namely :-

1. Short title and commencement: - (i) These rules may be called the Indian Audit and Accounts Department (Senior Auditor) Recruitment Rules, 1985 .

(ii) They shall come into force on the date of their publication in the Official Gazette .

2. Number of posts, classification and scale of pay: - The number of the said posts, its classification and the scale of pay attached thereto shall be as specified in the columns 2 to 4 of the Schedule annexed to these rules .

3. Method of recruitment , age limit , qualification etc.: - The method of recruitment , age limit, qualification and other matters relating to the said posts shall be as specified in columns 5 to 14 of the said schedule .

4. Disqualifications: - No Person

(a) who has entered into or contracted a marriage with a person having a spouse living , or

(b) who having a spouse living , has entered into or contracted a marriage with any person.

shall be eligible for appointment to the said posts :

Provided that the Comptroller and Auditor General of India may if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule .

5. Power to relax: - Where the Comptroller Auditor General of India is of the opinion that it is expedient or necessary so to do, he may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons .

6. Saving: - Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department .

SCHEDULE

1.	Name of posts	Senior Auditor
2.	Number of posts	13579* (1990) Subject to variation dependent on work load
3.	Classification	General Central Service Group "C" Ministerial Non-Gazetted
4.	Scale of pay	Rs.1400-40-1600-50-2300-EB-60-2600
5.	Whether selection or non selection post	Not-selection
6.	Age limit for direct recruits	Not applicable
7.	Whether benefit of added years of service under rule 30 of CCS (Pension) Rules 1972 admissible	Not applicable
8.	Educational and other qualification required for direct recruits	Not applicable
9.	Whether age and other qualification prescribed for direct recruits will apply in the case of promotees .	Not applicable
10.	Period of probation , if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method .	By promotion, failing which by transfer on deputation .
12.	In case of recruitment , by promotion deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion : Auditors in the grade of Rs.1200-2040 who have completed three years of regular service in the grade and have passed departmental examination for auditors . Transfer on deputation : 1. Senior Auditors/Senior Accountants or 2. Auditors/Accountants with three years regular service in the grade and who have passed departmental examination for Auditors / Accountants. (The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

		Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall ordinarily not exceed three years.) Note : - 1. If an Officer is considered for promotion all persons senior to him shall also be considered (if they have completed the probation, where applicable) not with standing that they have not rendered the requisite period of service as Auditor . As the cadre of Senior Auditor and feeder cadre of Auditor are not centralised for the entire department, the rules are applicable to each cadre in the various field offices of the department . The requisite period of service prescribed for promotion shall be in the field office concerned .
13.	If a Departmental promotion committee exists, what is its composition	Group 'C' Departmental Promotion Committee consisting of : 1. Senior Deputy Accountant General or Deputy Accountant General or an Officer of equivalent rank in charge of administration group . 2. Senior Deputy Accountant General or Deputy Accountant General or an Officer of an equivalent rank (from an office other than the office in which promotions are considered) . 3. One Senior Audit Officer . Note : The Senior most Officer amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

APPENDIX - 22

INDIAN AUDIT AND ACCOUNTS DEPARTMENT (SENIOR ACCOUNTANT) RECRUITMENT RULES, 1988

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 617, dated 14-7-1988)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the post of Senior Accountant in the field offices of the Indian Audit and Accounts Department, namely: -

1. **Short title and commencement-** (i) These rules may be called the Indian Audit and Accounts Department (Senior Accountant) Recruitment Rules, 1988.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of post, classification and scale of pay-** The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 to the Schedule annexed to these rules.

3. **Method of recruitment, age limit, qualifications etc.-** The methods of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

4. **Disqualifications-** No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor General of India, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen, and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Senior Accountant
2.	Number of post	11553* (1988) Subject to variation dependent on work load
3.	Classification	General Central Service, Group 'C' Non-Gazetted Ministerial
4.	Scale of pay	Rs.1400-40-1600-50-2300-EB-60-2600
5.	Whether Selection post or Non-Selection posts	Non-Selection
6.	Whether benefit of added years of service admissible	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply for promotees	Not applicable
10.	Period of probation, if any	Nil
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By promotion, failing which by transfer on deputation.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Promotion: On seniority basis, subject to rejection of unfit from among Accountants in the grade of Rs.1200-2040, with three years' regular service in the grade having passed the departmental examination for Accountants. Transfer on deputation: (i) Senior Accountants from any other Accounts and Entitlement Office; or (ii) Accountants from any other Accounts and Entitlement Office with three years' regular service in the grade having passed the departmental examination for Accountants (Period of deputation, including period of deputation in another ex-cadre post held immediately preceding appointment under these rules in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed three years).

13.	If a Departmental Promotion Committee exists what is its composition	Group 'C' Departmental Promotion Committee consisting of: - (i) Senior Deputy Accountant General, Deputy Accountant General incharge of administration group. (ii) Another Senior Deputy Accountant General or Deputy Accountant General or an officer of equivalent rank (from an office other than the one in promotions are considered). (iii) One Accounts Officer. Note- The Senior Officer amongst (i) and (ii) will be the Chairman
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX - 23

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
(AUDITOR) RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 615 dated 14th July, 1988 read with
G.S.R. No. 301 dated 10th April 1990)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President after consultation with the Comptroller and Auditor-General of India, hereby makes the following rules to regulate the method of recruitment to the post of Auditor in the field offices of the Indian Audit and Accounts Department, namely:

-

1. **Short title and commencement-** (i) These rules may be called the Indian Audit and Accounts Department (Auditor) Recruitment Rules, 1988.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of post, classification and scale of pay-** The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 to the Schedule annexed to these rules.

3. **Method of recruitment, age limit, qualifications etc.-** The method of recruitment age limit, qualification etc. and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

4. **Disqualifications-** No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor-General of India, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Auditor
2.	Number of posts	3616* (1988) Subject to variation dependent on workload.
3.	Classification	General Central Service, Group 'C' Non-gazetted Ministerial.
4.	Scale of pay	Rs.1200-30-1560-EB-40-2040.
5.	Whether Selection post or Non-selection post.	Non-Selection.
6.	Age limit, for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be as advertised by the authority making recruitment.
7.	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972.	No
8.	Educational and other qualifications for direct recruits.	Bachelor's Degree of a recognised University.
9.	Whether age and educational qualifications prescribed for direct recruits will apply for promotees.	No
10.	Period of probation, if any	Two years for direct recruits.

11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	(i) In the offices of the Accountant's General (Audit) having a waiting list of Accountants in the corresponding Accounts and Entitlement offices for transfer to Audit Offices, under the scheme of restructuring: - (a) 25% vacancies by promotion of clerks with five years regular service in the grade on seniority basis, subject to rejection of unfit, failing which by the method at item (i) (b) below. (b) 75% of vacancies by transfer from the waiting list of Accountants in the corresponding Accounts and Entitlement Offices. (ii) In other offices: - (a) 40% of vacancies by promotion of clerks with five years regular service in the grade on seniority basis, subject to rejection of unfit, failing which by direct recruitment. (b) 10 per cent of vacancies by promotion from the following officials, failing which by direct recruitment- (i) Graduate Group 'D' officials with three years continuous regular service in the grade on passing the Departmental Examination for Auditors; (ii) Graduate Clerks with three years continuous regular service in the grade on passing the Departmental Examinations for Auditors; and (iii) Clerks on passing Part I of the Section Officer's Grade Examinations.
		(The inter-se ranking of those who qualify in the examination will be in the order of their inter-se seniority those

		qualifying in any earlier examination ranking en-bloc higher than those who qualify in a later examination; Group 'D' officials will rank below Clerks). (c) 50% of vacancies by direct recruitment. Note: - 1. Direct recruits and clerks promoted on seniority basis are required to pass a Departmental Examination within such time limit and within such chances as prescribed by the Comptroller and Auditor General of India, failing which the direct recruits shall be liable to be discharged from service and the promotees reverted to Clerk's grade. 2. Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for duration of one year or more and required to be filled by direct recruitment may be filled on transfer on deputation basis from- (a) Accountants or Auditors from other offices of the department; or (b) Clerks with 5 years regular service of Clerks who had passed the Departmental Examination for Accountants or Auditors from other offices in the department; or (c) Officials holding analogous posts in other Accounting Organisations of the Central Government.
		(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall

		not be eligible for consideration for appointment by promotion. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years). 3. If an officer is considered for promotion on seniority basis under item (i)(a) or (ii)(a) above, all persons senior to him/her shall also be considered (if they have successfully completed the probation where probation is applicable) notwithstanding that they may not have rendered the requisite number of years of service as Clerk. 4. As the cadre of Auditors and the feeder cadres are not centralized for the whole department, the rules are applicable to each cadre in the various field offices of the department. The requisite years of service prescribed under items (i)(a), (ii)(a), and (ii)(b) above should be in the relevant feeder cadres in the field offices concerned.
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.	As specified in column 11.

13.	If a Departmental Promotion Committee exists what is its composition?	Group 'C' Departmental Promotion Committee consisting of: - 1. Senior Deputy Accountant General/ Deputy Accountant General or an officer of equivalent rank incharge of administration group. 2. Another Senior Deputy Accountant General/ Deputy Accountant General or an officer of equivalent rank (from an office other than the one in which promotions are considered). 3. An Audit Officer. Note. -The senior amongst (1) and (2) above shall be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX - 24

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
(ACCOUNTANT RECRUITMENT RULES, 1986)**

(Govt. of India, Ministry of Finance, Department of Expenditure
G.S.R. No. 673 dated 12-8-86 as amended vide
G.S.R. No. 612 dated 14-7-88 read with
G.S.R. No. 300 dated 10th April, 1990)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to post of Accountant in the Accounts and Entitlements Offices of Indian Audit and Accounts Department, namely: -

1. Short title and commencement- (i) These rules may be called the Indian Audit and Accounts Department (Accountant) Recruitment Rules, 1986.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and scale of pay- The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc.- The Method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

4. Disqualifications- No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor-General of India, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving-** Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Accountant
2.	Number of post	2894* (1988) *Subject to variation dependent on workload
3.	Classification	General Central Service, Group C Non-Gazetted-Ministerial.
4.	Scale of pay	Rs.1200-30-1560-EB-40-2040.
5.	Whether selection post or non-selection post.	Non-selection.
6.	Age limit for direct recruits	Between 18 and 25 years. Note: - The crucial date for determining the age limit shall be as advertised by the authority making recruitment.
7.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972.	No
8.	Educational and other qualifications for direct recruits	Bachelor's degree of a recognized University.
9.	Whether age and educational qualifications prescribed for direct recruits will apply for promotees.	No
10	Period of probation, if any	Two years for direct recruits.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods.	(a) 33 ¹ / ₃ % by promotion of Clerks, with five years regular service in the grade on seniority basis, subject to rejection of unfit, failing which by direct recruitment. (b) 33 ¹ / ₃ per cent by promotion from the following officials failing which by direct recruitments: - (i) Graduate Group 'D' officials with three years continuous regular service in the grade on passing the departmental Examination for Accountants. (ii) Matriculate clerks with three years continuous regular service in the grade on passing the Departmental Examination for Accountants; and (iii) Clerks on passing part I of

		the Section Officer's Grade Examination. (c) 33 ¹ / ₃ % by direct recruitment.
		(The inter-se ranking of those who so qualify will be in the order of their inter-se seniority, those qualify in any earlier examination ranking en-bloc higher than those who qualify in a later examination; Group 'D' officials will rank below clerks). Note. - 1. Direct recruits and clerks promoted on seniority basis are required to pass a Departmental Examination within such time limit and within such chances as prescribed by the Comptroller and Auditor General of India, failing which the direct recruits shall be liable to be discharged from service and the promotees reverted to Clerks' grade. This condition will not, however, apply to the Clerks who are in service immediately before the commencement of these rules. 2. Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more and required to be filled by direct recruitment may be filled on transfer on deputation basis from- (a) Accountants or Auditors from other offices of the department; or (b) Clerks' with five years regular service or clerks who had passed the Departmental Examination for Accountants or Auditors from other offices in the department; or (c) Officials holding analogous posts in other Accounting Organisations of the Central Government.

		(The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. 3. If an officer is considered for promotion on seniority basis under item (a) above, all persons senior to him/her should also be considered (if they have successfully completed the probation where probation is applicable) notwithstanding that they may not have rendered the requisite number of years of service as clerks. 4. As the cadre of Accountants and the feeder cadre are not centralized for the whole department, the rules are applicable to each cadre in the (a) and (b) above should be in the relevant feeder cadre in the field offices concerned.
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made.	As specified in column 11.

13.	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' Departmental Promotion Committee consisting of: - 1. Senior Deputy Accountant General/ Deputy Accountant General or an officer of equivalent rank in-charge of administration group. 2. Another Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank (from an office other than the one in which promotion are considered).
		3. An Accounts Officer. Note. - The senior officer amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable

APPENDIX - 25

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
(PERSONAL ASSISTANT) RECRUITMENT RULES, 1986**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 1075 dated 5-12-86)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following Rules, to regulate the method of recruitment to the post of Personal Assistant in the field offices of the Indian Audit and Accounts Department, namely: -

1. Short title and commencement- (i) These rules may be called the Indian Audit and Accounts Department (Personal Assistant) Recruitment Rules, 1986.

(ii) They shall come into force on the date of their publication in the official Gazette.

2. Number of posts, classification and scale of pay- The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

4. Disqualifications- No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax**- Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving**- Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and any other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Personal Assistant.
2.	Number of posts	181* Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'C' Non-Gazetted Ministerial.
4.	Scale of pay	Rs.1400-40-1600-50-2300-EB-60-2600
5.	Whether selection post or non-selection post.	Non-selection
6.	Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Not applicable.
8.	Educational and other qualifications for direct recruits.	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply for promotees.	Not applicable.
10.	Period of probation, if any	Two years.
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentages of vacancies to be filled by various methods.	By promotion, failing which by transfer on deputation.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: Stenographers (1200-2040) with three years regular service in the grade and minimum speed of 100 words per minute in shorthand. Transfer on deputation: Personal Assistant (1400-2300) and Stenographers (1200-2040) satisfying the above criteria for promotion from other Accounts and Entitlement Offices in respect of vacancies in an Accounts and Entitlement Office and from other Audit Offices in respect of vacancies in an Audit Office. (Period of deputation shall not ordinarily exceed three years).

13.	If a Departmental Promotion Committee exists, what is its composition?	(1) Senior Deputy Accountant General or Deputy Accountant General or an officer of equivalent rank in-charge of administration group. (2) Any other Senior Deputy Accountant General or Deputy Accountant General or an Officer of equivalent rank; and (3) One Audit/Accounts Officer. Note. - The Senior Officer amongst (1) and (2) will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX - 26

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
(STENOGRAPHER) RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 614 dated 14-7-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the post of Stenographer in the field offices of the Indian Audit and Accounts Department, namely: -

1. Short title and commencement- (i) These rules may be called the Indian Audit and Accounts Department (Stenographer) Recruitment Rules, 1988.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay- The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 to the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

4. Disqualifications- No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor General of India, may if satisfied that such marriage is permissible under the personal law applicable to such a person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax**- Where the Comptroller and Auditor general of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving**- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Scheduled Tribes, Ex-servicemen, and other special categories of persons in accordance with the order issued by Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Stenographer.
2.	Number of posts	683* (1988) (Subject to variation depending on work load).
3.	Classification	General Central Service, Group 'C' Non-Gazetted, Ministerial.
4.	Scale of pay	Rs.1200-30-1560-EB-40-2040.
5.	Whether Selection post or non-selection post.	Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note. - The crucial date for determining the age limit shall be as advertised.
8.	Educational and other qualifications for direct recruits.	1. Matriculation or its equivalent from a recognised Board or University. 2. Minimum speed of 80 words per minute in stenography (English or Hindi).
9.	Whether age and educational qualifications prescribed for direct recruits will apply for promotees.	Age: No Educational and other qualifications: Yes.
10.	Period of probation, if any	Two years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	(i) Twenty per cent by promotion, failing which by recruitment. (ii) Eighty per cent by direct recruitment, provided that in offices of the Accountant General (Audit) formed under the scheme of restructuring of cadres the Stenographers in the waiting list kept by corresponding Accounts and Entitlement offices for transfer to Audit Office will first be transferred before the vacancies are filled up by direct recruitment. Note. - Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of other offices of the

		Department or Central Government Ministries/Department or local State Governments holding analogous posts on regular basis and possessing the qualifications prescribed in column 8 (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding appointment under the rule, in the same or some other Organisation/Department of the Government of India shall ordinarily not exceed three years).
12.	In case of recruitment by promotion/deputation /transfer, grades from which promotion/ deputation/transfer to be made.	Promotion of clerks who have qualified in the Limited Departmental Competitive Examination for promotion as Stenographers specified by the Comptroller and Auditor General of India.
13.	If a Departmental promotion Committee exists, what is its composition?	Group 'C' Departmental Promotion Committee consisting of: - (1) Senior Deputy Accountant General or Deputy Accountant General or an officer of equivalent rank incharge of administration. (2) Any other Senior Deputy Accountant General or Deputy Accountant General or an Officer of equivalent rank (from an office other than the one in which promotions are considered). (3) One Audit Officer/Accounts Officer. Note. - Senior amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX - 27

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
(CLERKS) RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 611 dated 14-7-88)
MINISTRY OF FINANCE
(Department of Expenditure)
New Delhi, the 14th July, 1988

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the post of Clerks in the field offices of the Indian Audit and Accounts Department, namely: -

1. Short title and commencement- (i) These rules may be called the Indian Audit and Accounts Department (Clerks) Recruitment Rules, 1988.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Application- These rules shall apply to the posts specified in the Schedule annexed to these rules.

3. Number of posts, classification and scale of pay- The number of the said post, their classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 of the said schedule.

4. Method of recruitment, age limit, qualifications etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the Schedule aforesaid.

5. Disqualifications- No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax**- Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving**- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

A - Clerks in Accounts and Entitlement Offices

1.	Name of post	Clerks (In Accounts and Entitlement Offices).
2.	Number of posts	6239* (1988) (Subject to variation depending on work load).
3.	Classification	General Central Service, Group 'C' Non-Gazetted, Ministerial.
4.	Scale of pay	Rs.950-20-1150-EB-25-1500
5.	Whether Selection post or non-selection post.	Non-Selection.
6.	Age limit for direct recruits	Between 18 and 25 years. Note. - The crucial date for determining the age limit shall be as advertised by the authority making recruitment.
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
8.	Educational and other qualifications for direct recruits.	3. Matriculation or equivalent qualification from a recognised Board or University. 4. A typing speed of 30 words per minute in English or 25 words per minute in Hindi.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Age: No Educational and other qualifications: As indicated in column. 11.
10.	Period of probation, if any	Two years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	(i) Promotion: (a) Five per cent from among Group 'D' officers with 5 years regular service in the grade and who possess matriculation or equivalent qualification on seniority basis, subject to rejection of unfit, failing which by direct recruitment. (b) Ten per cent from among matriculate Group 'D' officers qualifying in the limited departmental competitive examination prescribed by the Comptroller and Auditor General of

		India, failing which by direct recruitment. Preference will be given to those who qualify in the prescribed type test. (ii) Direct Recruitment: Eighty-five per cent. Note. - 1. In offices, where non-matriculate Group 'D' officers have qualified in the departmental examination held prior to the commencement of these rules are waiting for promotion, the method of promotion on seniority basis mentioned at item (i) (a) above shall not apply and ten per cent of vacancies will be utilized for promotion of such staff and the vacancies to be filled by direct recruitment correspondingly reduced. 2. Unless exempted by orders issued in this behalf by the Comptroller and Auditor General of India, a clerk who has not qualified in the prescribed type test will not be entitled to any increments, quasi-permanency, confirmation or promotion by seniority or through any departmental examination. 3. Passing the prescribed Departmental Examination for Clerks is a pre-requisite for confirmation and further promotion on seniority basis. 4. Vacancies caused by the incumbent being away on transfer, on deputation or long illness or study leave or under other circumstances for a duration of one year or more and required to be filled by direct recruitment may be filled on transfer, on deputation from the officials working in other offices of the department or Central Government Ministries/Departments holding analogous post on regular basis and possessing the qualifications prescribed in column 8. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this
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		appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.).
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer/deputation to be made.	As specified in column 11.
13.	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' Departmental Promotion Committee consisting of:- (1) Senior Deputy Accountant General/ Deputy Accountant General, holding charge of Administration group. (2) Any other Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank (from an office other than the one in which promotions are considered). (3) An Accounts Officer. Note.- The senior amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

B - Clerks in Audit Offices

1.	Name of post	Clerks (in Audit Offices)
2.	Number of posts	3325* (1988) (Subject to variation dependent on workload).
3.	Classification	General Central Service, Group 'C' Non-Gazetted Ministerial.
4.	Scale of pay	Rs.950-20-1150-EB-25-1500.
5.	Whether Selection post or Non-selection post.	Non-Selection.
6.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be as advertised by the authority making recruitment.
7.	Whether benefit of added years of service admissible	No

	under Rule 30 of the CCS (Pension) Rules, 1972.	
8.	Educational and other qualifications for direct recruits	1. Matriculation or equivalent qualification from a recognized Board or University. 2. A typing speed of 30 words per minute in English or 25 words per minute in Hindi.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Age: No Educational and other qualifications: As indicated in column 11.
10.	Period of probation, if any	Two years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled by various methods.	(i) Promotion: (a) Five per cent from among Group 'D' officers with 5 years regular service in the grade and who possess matriculation or equivalent qualifications on seniority basis, subject to rejection of unfit, failing which by direct recruitment. (b) Aa (ii) Direct Recruitment : Eighty-five per cent
		Note.- a. In offices, where non-matriculate Group 'D' officers have qualified in the departmental examination held prior to the commencement of these rules are waiting for promotion the method, of promotion, on seniority basis mentioned at item (i) (a) above shall not apply and ten per cent of vacancies will be utilised for promotion of such staff and the vacancies to be filled by direct recruitment correspondingly reduced. b. Where there is a waiting list in the cadre of clerks for transfer from the corresponding Accounts and Entitlement office to the Audit Office, under the scheme of restructuring of cadres, all the direct recruitment vacancies will first filled up by transfer of those clerks; the method of promotion

		mentioned at item (i) (a) above shall not apply. c. Unless exempted by orders issued in this behalf by the Comptroller and Auditor General of India, a clerk who has not qualified in the prescribed type test will not be entitled to any increments, quasi-permanency, confirmation or promotion by seniority or through any departmental examination. d. Vacancies caused by the incumbent being away on transfer on deputation or long illness or study leave or under other circumstances for a duration of one year or more and required to be filled by direct recruitment may be filled on transfer on deputation from the officials working in other offices of the department or Central Government Ministries/Departments holding analogous post on regular basis and possessing the qualifications prescribed in column 8. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years).
12.	In case of recruitment by promotion/transfer/deputation, grades from which promotion/transfer/deputation to be made	As specified in column 11.
13.	If a Departmental Promotion Committee exists what is its composition?	Group 'C' Departmental Promotion Committee consisting of: - (1) Senior Deputy Accountant General/ Deputy Accountant General or an officer

		of equivalent rank in charge of administration group. (2) Any other Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank (from an office other than the one in which promotions are considered). (3) An Audit Officer. Note.- The senior amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which Union Public Service Commission is be consulted in making recruitment.	Not applicable.

APPENDIX - 28

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (STAFF
CAR DRIVER AND DESPATCH RIDER) RECRUITMENT
RULES, 1988**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 613, dated 30-7-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the posts of Staff Car Driver and Despatch Rider in the Indian Audit and Accounts Department, namely:-

1. Short title and commencement- (i) These rules may be called the Indian Audit and Accounts Department (Staff Car Driver and Despatch Rider) Recruitment Rules, 1988.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay- The number of the said posts, their classification and the scales of pay attached thereto, shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualification, etc.- The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.

4. Disqualifications- No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor General of India, may if satisfied that such marriage is permissible under the personal law applicable to such a person and the

other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Initial Constitution- Notwithstanding anything contained in these rules, in offices of the Accountants General (Audit) formed under the scheme of restructuring of cadres, the Staff Car Driver or Despatch Rider kept in the waiting list of the corresponding Accounts and Entitlement offices will first be transferred to the corresponding posts in the Audit Office before the vacancies are filled up by any of the methods mentioned herein.

6. Power to relax- Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Saving- Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Staff Car Driver
2.	Number of posts	64* (1988) (Subject to variation dependent on work load).
3.	Classification	General Central Service, Group 'C' Non-gazetted, Ministerial.
4.	Scale of pay	Rs.950-20-1150-EB-25-1500.
5.	Whether Selection post or Non-Selection post	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7.	Age limit for direct recruits	Not exceeding 25 years. Note: The crucial date for determining the age limit shall be as advertised or intimated to the Employment Exchange
8.	Educational and other qualifications for direct recruits	Essential: 1. Possession of a valid driving licence for motor cars. 2. Knowledge of motor mechanism (should be able to remove minor defects in the vehicles). 3. Experience of driving a motor car for at least three years. 4. Should be fully conversant with traffic regulations. 5. Ability to read English and Hindi or Regional Language of the area in which the employing organization is situated. Desirable: 1. A pass in the 8th Standard from a ptimize d Board. 2. Three years service as Home Guard/Civil Defence volunteer. Note:- The qualifications regarding experience is relaxable at the discretion of the appointing authority in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if at any stage of selection it is of the opinion that

		sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of Probation, if any	2 years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	Transfer, failing which by transfer on deputation/ re-employment, failing both by direct recruitment.
12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/ deputation/transfer to be made.	Transfer: - On the basis of a driving test to assess the competence from amongst regular Despatch Rider and Group 'D' employees in the organization (in which the posts are to be filled up) who possess valid driving licence for Motor Car. Transfer on deputation/re-employment of ex-servicemen:- The Armed Forces Personnel due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed in column 8 would be given deputation terms up to the date on which they are due for release from the Armed forces: thereafter they may be continued on re-employment. (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central Government shall ordinarily not exceed three years).

13.	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' Departmental Promotion Committee (for considering confirmations) consisting of:- 1. Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank incharge of administration group. 2. Any other Senior Deputy Accountant General/Deputy Accountant General (from an office other than the one in which confirmations are considered). 3. An Accounts/Audit Officer. Note.- The senior amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

Recruitment Rules for Despatch Rider

1.	Name of post	Despatch Rider
2.	Number of posts	7* (1988) (Subject to variation dependent on work load).
3.	Classification	General Central Service, Group 'C' Non-gazetted, Ministerial.
4.	Scale of pay	Rs.950-20-1150-EB-25-1500.
5.	Whether Selection post or Non-Selection post	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7.	Age limit for direct recruits	Not exceeding 25 years. Note.- The crucial date for determining the age limit shall be as advertised or intimated to the Employment Exchange.

8.	Educational and other qualifications for direct recruits	Essential: 1. Possession of a valid driving licence for Motor Cycle or Auto Rickshaw. 2. Knowledge of Motor Cycle or Auto Rickshaw mechanism (should be able to remove minor defects in the vehicles). 3. Experience of driving a Motor Cycle or Auto Rickshaw for at least two years. 4. Should be fully conversant with traffic regulations. 5. Ability to read English and Hindi or Regional language of the area in which the employing organization is situated. Desirable : 1. A pass in the 8th Standard from a ptimize d Board. 2. Three years service as Home Guard/Civil Defence volunteer. Note.- The qualifications regarding experience is relaxable at the discretion of the appointing authority in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if at any stage of selection it is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of Probation, if any	2 years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	Transfer, failing which by transfer on deputation/ re-employment, failing both by direct recruitment.

12.	In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made.	Transfer: - On the basis of a driving test to assess the competence from amongst regular Group 'D' employees in the organization (in which the posts are to be filled up) who possess valid driving licence for Motor Cycle/Auto Rickshaw. Transfer on deputation/re-employment of Ex-Servicemen:- The Armed Forces personnel due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed in column 8 would be given deputation terms up to the date on which they are due for release from the Armed forces: thereafter they may be continued on re-employment. (Period of deputation including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other Organization/Department of Central Government shall ordinarily not exceed three years).
13.	If a Departmental Promotion Committee exists, what is its composition?	Group 'C' Departmental Promotion Committee (for considering confirmations) consisting of:- 1. Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank incharge of administration group. 2. Any other Senior Deputy Accountant General/Deputy Accountant General (from an office other than the one in which confirmations are considered). 3. An Accounts/Audit Officer. Note.- The senior amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX – 29

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT
(SELECTION GRADE RECORD KEEPER)
RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 616, dated 14-7-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the post of Selection Grade Record Keeper in the Indian Audit and Accounts Department, namely:-

1. **Short title and commencement-** (i) These rules may be called the Indian Audit and Accounts Department (Selection Grade Record Keeper) Recruitment Rules, 1988.
2. They shall come into force on the date of their publication in the Official Gazette.
3. **Number of post, classification and scale of pay-** The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 to the Schedule annexed to these rules.
4. **Method of recruitment, age limit, qualifications etc.-** The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.
5. **Disqualifications-** No person,
6. Who has entered into or contracted a marriage with a person having a spouse living, or
7. Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor General of India, may if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

8. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
9. **Saving-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Selection Grade Record Keeper.
2.	Number of posts	154* (1988) (Subject to variation dependent on work load).
3.	Classification	General Central Service, Group 'C' Ministerial Non-gazetted.
4.	Scale of pay	Rs.950-20-1150-EB-25-1400.
5.	Whether Selection post or Non selection post?	Non-selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972?	No
7.	Age limit for direct recruits.	Not applicable.
8.	Educational and other qualifications for direct recruits.	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not applicable.
10.	Period of probation, if any	Nil.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By promotion
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made?	Promotion. Record Keeper in the grade of Rs. 825-1200 with three years regular service in the grade.

13.	If a Departmental Promotion Committee exists what is its composition?	Group 'C' Departmental Promotion Committee (for considering confirmations) consisting of:- (1) Senior Deputy Accountant General/Deputy Accountant General or an Officer of equivalent rank in charge of administration. (2) Any other Senior Deputy Accountant General/ Deputy Accountant General (from an office other than the one in which confirmation are considered.) (3) An Accounts/Audit Officer Note.- The Senior amongst (1) and (2) above will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX – 30

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (RECORD
KEEPER) RECRUITMENT RULES, 1985**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 405 dated 15-4-85)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution and the President, after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Record Keeper in the Indian Audit and Accounts Department, namely:-

10. **Short title and commencement-** (i) These rules may be called the Indian Audit and Accounts Department (Record Keeper) Recruitment Rules, 1985.
 11. They shall come into force on the date of their publication in the Official Gazette.
 12. **Number of posts, classification and scale of pay-** The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.
 13. **Method of recruitment, age limit, qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.
 14. **Disqualifications-** No person,
 15. Who has entered into or contracted a marriage with a person having a spouse living, or
 16. Who having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor-General of India, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

17. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
18. **Saving-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons serving in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Record Keeper.
2.	Number of posts	1130* (1984) (Subject to variation dependent on work load).
3.	Classification	General Central Service, Group 'C' Ministerial Non-gazetted.
4.	Scale of pay	Rs.825-15-900-EB-20-1200.
5.	Whether Selection post or Non selection post?	Non-selection.
6.	Whether benefit of added years of service admissible?	Not applicable.
7.	Age limit for direct recruits.	Not applicable.
8.	Educational and other qualifications for direct recruits.	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not applicable.
10.	Period of probation, if any	Nil.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By promotion
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made?	Promotion. Any Group 'D' employee of the Indian Audit and Accounts Department with minimum qualification of Middle School Pass and with seven years of regular service in that grade. Note.- The inter-se-eligibility list will be prepared based on length of service as Group 'D' employees.
13.	If a Departmental Promotion Committee exists what is its composition?	(4) Senior Deputy Accountant General/Deputy Accountant General or an Officer of equivalent rank in-charge of administration-Chairman (5) Group 'A' Officer-Member. (6) Senior Officer in the cadre of Accounts/Audit Officers-Member.

14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.
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APPENDIX – 31

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (SENIOR
GESTETNER OPERATOR) RECRUITMENT RULES, 1987**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 236 dated 19-3-87)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to regulate the method of recruitment to the post of Senior Gestetner Operator in the field offices of the Indian Audit and Accounts Department, namely:-

19. **Short title and commencement-** (i) These rules may be called the Indian Audit and Accounts Department (Senior Gestetner Operator) Recruitment Rules, 1987.
20. They shall come into force on the date of their publication in the Official Gazette.
21. **Number of post, classification and scale of pay-** The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 to the Schedule annexed to these rules.
22. **Method of recruitment, age limit, qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.
23. **Disqualifications-** No person,
24. Who has entered into or contracted a marriage with a person having a spouse living, or
25. Who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor-General of India, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other

party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

26. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may be order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of person.
27. **Saving-** Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons serving in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Senior Gestetner Operator.
2.	Number of posts	16* (1987) (Subject to variation dependent on work load).
3.	Classification	General Central Service, Group 'C' Non-Gazetted Ministerial
4.	Scale of pay	Rs.950-20-1150-EB-25-1400.
5.	Whether selection post or Non selection post?	Non-selection.
6.	Whether benefit of added years of service under Rule 30 of CCS (Pension) Rules, 1972 admissible.	Not applicable.
7.	Age limit for direct recruits.	Not applicable.
8.	Educational and other qualifications for direct recruits.	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	2 years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By promotion
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made.	Promotion. (a) Junior Gestetner Operator with middle school pass qualification and three years, service in the grade, failing which; (b) Junior Gestetner Operator with middle School pass qualification having five years combined regular service in the grade and as Daftry/Jamadar, and failing both. (c) Daftry/Jamadar with middle School pass qualification and six years' regular service in the grade with proficiency in handling of Gestetner Machine.

13.	If a departmental promotion committee exists, what is its composition.	Group 'C' Departmental promotion Committee consisting of:- (7) Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank in charge of administration group. (8) Another Group 'A' Officer. (9) An Accounts/Audit Officer.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX – 32

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (GROUP
'C' EX-CADRE POSTS) RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 661 dated 4-8-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India hereby makes the following rules to regulate the method of recruitment to Group 'C' Ex-cadre posts in the field offices of the Indian Audit and Accounts Department namely:-

28. **Short title and commencement-** (i) These rules may be called the Indian Audit and Accounts Department (Group 'C' Ex-cadre posts) Recruitment Rules, 1988.
 29. They shall come into force on the date of their publication in the Official Gazette.
 30. **Application-** These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.
 31. **Number of post, classification and scale of pay-** The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns 2 to 4 to the Schedule annexed to these rules.
 32. **Method of recruitment, age limit, qualifications etc.-** The Method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns 5 to 14 of the said Schedule.
 33. **Disqualifications-** No person,
 34. Who has entered into or contracted a marriage with a person having a spouse living, or
 35. Who having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor-General of India, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

36. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may be order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.
37. **Saving-** Nothing in these rules shall affect reservations relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-service man and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Assistant Caretaker.
2.	Number of posts	21* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'C' Non-Gazetted, Ministerial
4.	Scale of pay	Rs.950-20-1150-EB-25-1500.
5.	Whether Selection post or Non selection post.	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits.	Not applicable.
8.	Educational and other qualifications for direct recruits.	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	Not applicable.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By transfer on deputation.
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made.	Transfer on deputation: Clerks in the department holding the post on regular basis. Desirable qualifications: (a) experience in Armed Forces; or (b) three years service as Home Guard/Civil Defence Volunteer and training in at least 'Basic' and 'Refresher' courses in Home Guards or Civil Defenses. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other

		organization/department of the Central Government shall ordinarily not exceed three years).
13.	If a Departmental Promotion Committee exists, what is its composition.?	Not applicable.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

SCHEDULE

1.	Name of post	Caretaker.
2.	Number of posts	35* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'C' Non-gazetted Ministerial
4.	Scale of pay	Rs.1200-30-1560-EB-40-2040.
5.	Whether Selection post or Non selection post.	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	Not applicable.
7.	Age limit for direct recruits.	Not applicable.
8.	Educational and other qualifications for direct recruits.	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	Not applicable.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By transfer on deputation.
12.	In case of recruitment by promotion/ deputation/transfer, grades	Transfer on deputation: From amongst (i) Auditors/Accountants in the department holding the post on

	from which promotion/ deputation/ transfer to be made.	(ii) regular basis; or Clerks with five years regular service in the grade in the organization in which vacancies have arisen. Desirable qualifications: 38. experience in Armed Forces or 39. three years service as Home Guard/Civil Defence Volunteer and training in at least 'Basic' and 'Refresher' courses in Home Guards or Civil Defences. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years).
13.	If a Departmental Promotion Committee exists, what is its composition?	Not applicable.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

SCHEDULE

1.	Name of post	Welfare Assistant
2.	Number of posts	83* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'C' Non-gazetted Ministerial
4.	Scale of pay	Rs.1640-60-2600-EB-75-2900.
5.	Whether Selection post or Non Selection post.	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	Not applicable.
7.	Age limit for direct recruits.	Not applicable.

8.	Educational and other qualifications for direct recruits.	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	Not applicable.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	By transfer on deputation.
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made.	Transfer on deputation: From amongst- (i) Senior Auditors/Senior Accountants/ Personal Assistants in the department with five years regular service in the grade, or (ii) Auditors/Accountants/Stenographers with nine years regular service in the grade in the organization in which vacancies have arisen. Desirable qualifications : Participation in sports and cultural activities and aptitude for welfare activities. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years).
13.	If a Departmental Promotion Committee exists, what is its composition.?	Not applicable.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

APPENDIX – 33

**INDIAN AUDIT AND ACCOUNTS DEPARTMENT (GROUP
'D' POSTS) RECRUITMENT RULES, 1988**

(Govt. of India, Ministry of Finance, Department of Expenditure,
G.S.R. No. 662 dated 5-8-88)

In exercise of the powers conferred by clause (5) of article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to certain posts in Group 'D' in the field offices of the Indian Audit and Accounts Department, namely:-

40. **Short title and commencement-** (i) These rules may, be called the Indian Audit and Accounts Department (Group 'D' posts) Recruitment Rules, 1988.
 41. They shall come into force on the date of their publication in the Official Gazette.
 42. **Application-** These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.
 43. **Number of post, classification and scale of pay-** The number of the said post, its classification and the scale of pay attached there to, shall be as specified in columns 2 to 4 of the Schedule.
 44. **Method of recruitment, age limit, qualifications etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 5 to 14 of the Schedule aforesaid.
 45. **Disqualifications-** No person,
 46. Who has entered into or contracted a marriage with a person having a spouse living, or
 47. Who having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Comptroller and Auditor-General of India, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rules.

48. **Initial constitution-** Notwithstanding anything contained in these rules, in offices of the Accountants General (Audit) formed under the scheme of restructuring of cadres the staff kept in the waiting list of the corresponding Accounts and Entitlement offices against various posts specified in these rules immediately before the commencement of these rules will first be transferred to the posts in Group 'D' before the vacancies are filled up by any of the methods specified herein.
49. **Power to relax-** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do he may by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.
8. **Saving-** Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

SCHEDULE

1.	Name of post	Safaiwala.
2.	Number of posts	493* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.750-12-870-EB-14-940.
5.	Whether Selection post or Non-selection post	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other qualifications for direct recruits.	Desirable: Passed fifth standard from a recognized School.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	2 years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment.
12.	In case of recruitment by promotion/deputation/transfer to be made.	Not applicable.
13.	If a Departmental Promotion Committee exists what is its composition?	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration.

		(ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Farash
2.	Number of posts	66* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.750-12-870-EB-14-940.
5.	Whether Selection post or Non-selection post	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other qualifications for direct recruits.	Desirable: Passed fifth standard from a recognized School.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	2 years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Transfer, failing which by direct recruitment.

12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Transfer from Safaiwalas (in the organization) appointed on regular basis.
13.	If a Departmental Promotion Committee exists what is its composition.	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration. (ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Water Man.
2.	Number of posts	57* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs. 750-12-870-EB-14-940.
5.	Whether Selection post or Non-selection post.	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other	Desirable:

	qualifications for direct recruits.	Passed fifth standard from a recognized School.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	2 years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Not applicable.
13.	If a Departmental Promotion Committee exists what is its composition?	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration. (ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Mali
2.	Number of posts	54* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.750-12-870-EB-14-940.

5.	Whether Selection post or Non-selection post	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note. - The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other qualifications for direct recruits.	Essential: Experience in gardening. Note. - The qualification regarding experience is relaxable at the discretion of the Appointing Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection it is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. Desirable: Passed fifth standard from a recognized School.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	2 years.
11.	Method of recruitment whether by direct recruitment or by promotion or deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Not applicable.

13.	If a Departmental Promotion Committee exists what is its composition?	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration. (ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Chowkidar
2.	Number of posts	691* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.750-12-870-EB-14-940.
5.	Whether Selection post or Non-selection post	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other qualifications for direct recruits.	Desirable: (a) Passed fifth standard from a recognized School. (b) Experience in Armed Forces or three

		years service as Home Guard or Civil Defence.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not applicable.
10.	Period of probation, if any	2 years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct Recruitment.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made?	Not applicable.
13.	If a Departmental Promotion Committee exists, what is its composition?	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration. (ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Peon.
2.	Number of posts	3872* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.750-12-870-EB-14-940.
5.	Whether Selection post or Non-selection post?	Not applicable.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972?	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other qualifications for direct recruits.	Essential: Passed VIII standard from a recognized School or Board. Desirable: (a) 3 years service as Home Guard or Civil Defence Volunteer; and (b) Training in Basic and Refresher course in Home Guard or Civil Defence.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not applicable.
10.	Period of probation, if any	2 years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Transfer failing which by direct recruitment. Note.- After appointment to the post of Peon, training in Home Guard will be obligatory, except in the case of those who are physically handicapped to undergo such training.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Transfer: (a) 25% of the vacancies shall be reserved for appointment by transfer from the grades of Safaiwala, Farash,

		Chowkidar and other Group 'D' employees (in the organization in which vacancies arise) in the equivalent scale who have rendered 5 years regular service in the grades and possess at least elementary literacy and give proof of ability to read English or Hindi or a regional language. Note.- If eligible persons for transfer are not available, the vacancies may be filled by direct recruitment and future adjustment may be made by the Head of the department if considered necessary. (b) 75% of the vacancies by transfer of Safaiwala, Farash, Chowkidar and other Group 'D' employees (in the organization in which vacancies arise) in the equivalent scale who possess the qualifications prescribed for direct recruitment, failing which by direct recruitment.
13.	If a Departmental Promotion Committee exists what is its composition?	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration.

		(ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Jamadar
2.	Number of posts	72* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.775-12-955-EB-14-1025.
5.	Whether Selection post or Non-selection post	Non-selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	Not applicable.
7.	Age limit for direct recruits	Not applicable.
8.	Educational and other qualifications for direct recruits.	Not applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not applicable.
10.	Period of probation, if any	Nil.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Promotion: Peon with 3 years regular service in the grade on seniority basis subject to rejection of unfit.

13.	If a Departmental Promotion Committee exists what is its composition.	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officers/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration. (ii) Two Audit Officer/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Daftri
2.	Number of posts	962* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.775-12-955-EB-14-1025.
5.	Whether Selection post or Non-selection post	Non-Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other qualifications for direct recruits.	Essential: Passed eighth standard from a recognized School/Board.

		Desirable: Experience in stitching of files and binding work.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
10.	Period of probation, if any	2 years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion, failing which by direct recruitment.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Promotion: Peon with 3 years regular service in the grade on seniority basis subject to rejection of unfit.
13.	If a Departmental Promotion Committee exists what is its composition?	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration. (ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

1.	Name of post	Junior Gestetner Operator.
2.	Number of posts	82* (1988) Subject to variation depending on workload.
3.	Classification	General Central Service, Group 'D' Non-Gazetted.
4.	Scale of pay	Rs.800-15-1010-EB-20-1150.

5.	Whether Selection post or Non-selection post	Non-Selection.
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	No
7.	Age limit for direct recruits	Between 18 and 25 years. Note.- The crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit names.
8.	Educational and other qualifications for direct recruits.	Essential: Passed eighth standard from a recognized School/Board. Desirable: Proficiency in operating and maintaining duplicating machine and electric stencil cutter.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	No
10.	Period of probation, if any	Two years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion, failing which by direct recruitment.
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Promotion: On seniority basis subject to rejection of unfit of Daftri/Jamadar with 3 years regular service in the grade who have proficiency in operating and maintaining duplicating machine and electric stencil cutter.
13.	If a Departmental Promotion Committee exists what is its composition?	Group 'D' Departmental Promotion Committee (for confirmation) consisting of:- (i) An Audit Officer/Accounts Officer/ Assistant Accountant General/ Assistant Director incharge of administration.

		(ii) Two Audit Officers/Accounts Officers of which one officer will be from an office other than the one in which confirmations are considered. Note.- The senior most officer will be the Chairman.
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

CONFIDENTIAL REPORT FORMS

CONFIDENTIAL REPORT

for

IA & AS OFFICERS

Junior Time Scale, Senior Time Scale, Junior
Administrative Grade, Selection Grade

Name of Officer :

Designation including
charge/charges held :
with dates

Office :

Report for the period from to

Confidential Report for IA & AS Officers
(Junior Time Scale, Senior Time Scale, Junior Administrative
Grade and Selection Grade)

Report for the period from.....to.....

PART I

PERSONAL DATA

(To be filled by the Administrative Section concerned
of the Ministry/Department/Office)

1. Name of Officer
2. Cadre and Year of allotment
3. Date of Birth
4.

Date of Continuous appointment to present grade	Date	Grade
--	------	-------
5.

Present post and date of appointment thereto	Date	Post
---	------	------
6. Period of absence from duty (on leave,
training etc. during the year. If he has
undergone training, please specify

PART II

To be filled in by the Officer Reported upon

(Please read carefully the instructions given at the end of the form before filling the entries. **No additional sheets are to be used**).

1. Brief description of duties
2. Please specify the quantitative/physical targets/objectives set for yourself or that where set for you in respect of eight to ten items of work, in order of priority, and your achievement against each target. The writing should be clear and readable.

Target

Achievements

3. Further Comments if any on the targets/achievements and on additional achievements not reflected in item 2 above. Also comment on your own assessment of the quality of work done by you.

Place:

Signature

Date:

PART III

To be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling the entries).

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any in achieving the objectives. In case you disagree with any of the remarks contained in Part II, the reasons thereof may be given.

2. Quality of output

Please comment on the officer's quality of performance having regard to standard of work and programme objective, and constraints, if any.

3. Knowledge of sphere of work

Please comment specifically on each of these: level of knowledge of related law, rules, instructions and their application in the field of work assigned to the official.

B. ATTRIBUTES

1. Attitude to work and Initiative

Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiative to learn and systematize his/her work, also comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.

2. Leadership Qualities and Decision Making Abilities

Please comment on the capacity of the officer to inspire, to motivate, to obtain willing support of his subordinates and colleagues by his own conduct and capacity to inspire confidence as also his/her ability to enforce discipline. Also comment on the quality of decision-making and on ability to weigh pros and cons of alternatives.

3. Dependability and Trustworthiness

4. Inter Personal relations and team work

Please comment on the quality of relationship with superiors, colleagues, subordinates and auditee organizations and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.

5. Communication Skill (Written and Oral)

Please comment on the ability of the officer to communicate and his/her ability to present arguments.

6. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society

Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribes/Weaker Sections and willingness to deal with them.

C. ADDITIONAL ATTRIBUTES

(For Officers of JAG/SG of JAG)

1. Planning ability

Please comment whether the officer anticipates problems, work needs, and plans accordingly and is able to provide contingencies.

2. Supervisory and Coordination abilities

3. Aptitude and Potential

Please indicate possibilities of growth and development of the officer in areas like Auditing, Financial Management, Personnel Management, Computers etc.

4. Training-One or two areas of training may be suggested

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer. While specifying the areas of training, it is not necessary to confine to the fields referred to in column 3.

PART IV

GENERAL

1. State of health

2. Integrity

(Please see note below the instructions).

3. General assessment

Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any, not covered by the entries above.

4. Grading

(Outstanding/Very Good/Good/Average/Below Average)

(An officer should be graded 'Outstanding' only if exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out and the grading should be consistent with and conform to the assessment made in Part III).

Place:

Date:

Signature
Name (in block letters)

Designation
(During the period of Report)

PART V

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Authority?

(In case of disagreement, please specify the reasons. If there anything you wish to modify or add? If so, please do so).
4. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her selection for special assignments or out of turn promotion? If so, specify.

Place:

Date:

Signature
Name (in block letters)

Designation
(During the period of Report)

PART VI

REMARKS OF THE ACCEPTING AUTHORITY

(i.e. next superior authority)

Place:

Date:

Signature
Name (in block letters)

Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 2

**CONFIDENTIAL REPORT
for**

IA & AS OFFICERS

Officers of the rank of Accountant General's Grade

Name of Officer :

**Designation including
charge/charges held with
dates :**

Office :

Report for the period from.....to.....

**Confidential Report for IA & AS Officers
(Accountant General's Grade)**

Report for the period from.....to.....

PART I

PERSONAL DATA

(To be filled by the Administrative Section concerned of the
Ministry/Department/Office)

1. Name of Officer
2. Cadre and Year of allotment
3. Date of Birth
4. Date of Continuous appointment to present grade Date Grade
5. Present post and date of appointment thereto Date Post
6. Period of absence from duty (on leave, training etc. during the year. If he has undergone training, please specify

PART II

To be filled in by the Officer Reported Upon

(Please read carefully the instructions given at the end of the form before filling the entries. No additional sheets are to be used).

1. Brief description of duties

2. Please specify the quantitative/physical targets/objectives (8 to 10 items priority wise/in order of importance) set for yourself or that were set for you and your achievement against each target. The writing should be clear and readable.

Target

Achievements

3. Further Comments if any on the targets/achievements and on additional achievements not reflected in item 2 above. Also comment on your own assessment of the quality of work done by you.

4. Comment on the way in which the office was managed during the period of the CR taking into account
relations with the general staff
Relations with the Unions
discipline in the office; and
Redressal of personal grievances of the staff.

Place:

Signature:

Date:

PART III

To be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling the entries).

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objects.

2. Quality of output

Please comment on the officer's quality of performance having regard to standard of work and programme objective, and constraints, if any.

3. Knowledge of sphere of work

Please comment specifically on each of these: level of knowledge of functions, related instructions and their application.

4. Administration of office

Please comment on whether the office was managed efficiently and effectively during the period under report.

B. ATTRIBUTES

1. Leadership and decision-making Qualities

Please comment on the capacity of the officer to set targets and objectives, understand the environment, anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives. Also comment on his/her ability to take decisions and to weigh pros and cons of alternatives.

2. Management qualities

Please comment on the officer's willingness to assume responsibility, organizing capacity to motivate, ability to enforce discipline and regard for training and development of subordinates.

3. Intellect

Please comment on the officer's ability to conceptualise, ability to analyse in depth, ability to provide a distinctly professional stamp on his work attainments in keeping abreast with knowledge related to his field of work.

4. Initiative and planning ability

Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situation. Also comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own; willingness to take additional and new areas of work.

5. Communication Skill (Written and Oral)

Please comment on the ability of the officer to communicate and on his/her ability to present arguments.

6. Inter-personal relations and team work

Please comment on the quality of relationship with superiors, colleagues and subordinates and auditee organizations on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.

7. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker sections of Society

Please comment on officer's understanding of the problems of Scheduled Castes and Scheduled Tribes and his/her efforts to deal with them.

8. Aptitude and Potential

Please indicate possible lines of growth and development of the officer in areas like Auditing, Financial Management, Personnel Management, Computers etc.

PART IV

GENERAL

1. State of health

2. Integrity

(Please see note below the instructions).

3. General assessment

Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any, not covered by the entries above.

4. Grading

(Outstanding/Very Good/Good/Average/Below Average)

(An officer should be graded 'Outstanding' only if exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out and the grading should be consistent with and conform to the assessment made in Part III).

Place:

Date:

Signature
Name (in block letters)

Designation
(During the period of Report)

PART V

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Authority?

(In case of disagreement, please specify the reasons. If there anything you wish to modify or add? If so, please do so).
4. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her selection for special assignments or out of turn promotion? If so, specify.

Place:

Signature
Name (in block letters)

Date:

Designation
(During the period of Report)

PART VI

REMARKS OF THE ACCEPTING AUTHORITY

(i.e. next superior authority)

Place:

Date:

Signature
Name (in block letters)

Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 3

**CONFIDENTIAL REPORT
for
IA & AS OFFICERS**

Officers above the level of Accountant General's Grade

Name of Officer

**Designation including
charge/charges held with
dates**

Office

Report for the period from.....to.....

Confidential Report for IA & AS Officers
(Officers above the level of Accountant General's Grade)

Report for the period from.....to.....

PERSONAL DATA

(To be filled by the Administrative Section concerned of the
Ministry/Department/Office)

1. Name of Officer
2. Cadre and Year of allotment
3. Date of Birth
4. Date of Continuous appointment to present grade Date Grade
5. Present post and date of appointment thereto Date Post
6. Period of absence from duty (on leave, training etc. during the Year. If he has undergone training please specify)

PART II

To be filled by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling the entries).

1. State of health

2. General assessment

(This should contain in a narrative form an overall assessment of the officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points viz. quality of mind, conceptual ability, communication skill (written and oral), analytical and planning ability, leadership qualities and initiative, attention to detail, industry and conscientiousness, judgement, speed of disposal, willingness to accept responsibility and take decisions, relations with subordinates and colleagues, subordinates and development of scheduled castes/scheduled tribes and weaker sections of society).

3. Integrity

(Please see note below the instructions)

4. Grading

(Outstanding/Very Good/Good/Average/Below Average)

(An officer should be graded Outstanding only if exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

Place:

Date:

Signature
Name (in block letters)

Designation
(During the period of Report)

PART III

**REMARKS OF THE REVIEWING AUTHORITY
(Wherever applicable)**

1. Length of service under the Reviewing Authority.
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Authority?
(In case of disagreement, please specify the reasons. Is there anything you wish to modify or add? If so, please do so)
4. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her selection for special assignments or out of turn promotion? If so, specify.

Place:

Signature
Name (in block letters)

Date:

Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 4

(Referred to in Paragraph 3.23.1 of CAG's MSO (Admn.) Vol.I)

**Form of Assessment Report on I.A. & A.S. Probationers
during The First Year of Probation**

Particulars

- (1) Name of Probationer
- (2) Date of Birth
- (3) Qualifications
- (4) Date of appointment as Probationer
- (5) Substantive appointment held, if any
- (6) Whether passed-
 - (i) End of Course Test
 - (ii) First Departmental Examination

Assessment

I. Mental Capacity

1. Progress in acquiring knowledge of rules, regulations, procedure and practices.
2. Analytical ability
3. Sprit of enquiry
4. Command of language
5. Ability to participate in discussions
6. Sense of responsibility

II. Work habits and attitudes

1. Interest in work and aptitude
2. Initiative
3. Self Reliance
4. Thoroughness
5. Punctuality
6. Resourcefulness

III. Conduct

1. Tact
2. Helpfulness to fellow officers and subordinates.
3. Office conduct and social behaviour.

IV. Comments

General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself if his faults are pointed out.

*Signature of Director,
National Academy of
Audit and Accounts*

Name (in Block Letters)
Date

Note.- The assessment report in this form will be in addition to the usual report in Form No.3.

FORM 5

Confidential Report

for

**Supervisors, Section Officers, Assistant Audit Officers,
Assistant Accounts Officers, Accounts/ Audit Officers, Senior Accounts
Officers/Senior Audit Officers**

Name of the Officer (in Capital Letters).....

Designation

Report for the period fromto.....

Confidential Report

for

**Supervisors, Section Officers, Assistant Audit Officers,
Assistant Accounts Officers, Accounts/ Audit Officers, Senior Accounts
Officers/Senior Audit Officers**

Report for the period from.....to.....

PART I

PERSONAL DATA

(To be filled by the Administrative Section concerned of the office)

1. Name of the Officer
(in Capital Letters)
2. Designation
3. Whether the Officer belongs to Scheduled Caste/Scheduled Tribe?
4. Date of Birth
5. Educational qualifications including professional and technical qualifications
6. Departmental examination passed i.e. S.O.G.E. (Civil, Commercial, Railways, Revenue Audit etc.).
7. Date of continuous appointment to the present grade.
8. Present post and date of appointment thereto.
9. Period of absence from duty (on leave, training etc, during the year. If he has undergone training please specify).

(B) If you are a Supervisor, Section Officer or Assistant Audit Officer, please state briefly, the target set and the quantum of work done in regard to recording, indexing and weeding out of files, maintenance of Guard Files, Sectional Note Book and other registers, furnishing of O&M and other returns, etc.

3. (A) Please state briefly the shortfalls with reference to the targets/objectives referred to in column 2. Please specify constraints, if any, achieving the targets.

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

(C) Any significant additional achievements apart from those mentioned to in Column2.

(D) Training Programmes attended.

Signature _____
Full Name _____
Designation _____
Date _____

PART III

To be filled in by the Reporting Officer

(Please read carefully the instructions given at the end of the form before filling the entries)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answer relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives. In case you disagree with any of the remarks contained in Part II, the reasons thereof may be given.

2. Quality of output

Please comment on the officer's personal promptness and quality of performance having regard to the standard of work and programme objectives, and constraints, if any.

3. Knowledge of sphere of work

Please comment specifically on each of these:

Level of knowledge of functions, rules and regulations, related instructions and their application in the field of work assigned to the official.

B. ATTRIBUTES

1. Analytical Ability

Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas.

2. Communication skill

Please comment on the officer's ability to communicate with brevity, clarity and accuracy both orally and in writing; ability to draft notes, briefs for meetings etc.

3. Initiative

Please comment on the capacity and resourcefulness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new area of work and capacity to initiate cases at his level.

4. Attitude to work

Please comment how far the officer can be relied upon, his sense of responsibility, the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematize his/her work.

5. Ability to inspire and motivate

Please comment on the capacity of the Officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

6. Supervisory Ability

Please comment on the officer's ability relating to:

- (i) Guidance in the performance of tasks.

- (ii) Review of performance (monitoring of key areas).
- (iii) Enforcing discipline.

7. Inter-personal relations and team work

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.

8. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society

Please comment on his/her understanding of the problems of Scheduled Castes/Scheduled Tribes/Weaker Sections and willingness to deal with them.

9. Aptitude and Potential

Please indicate three fields of work from amongst the following for possible specialization and career development of the officer. Please mark 1,2,3 in three appropriate boxes.

- | | | |
|----|---|--------------------------|
| 1. | Receipt Audit | ☐ |
| 2. | Commercial Audit | ☐ |
| 3. | Autonomous Bodies Audit | ☐ |
| 4. | Works Audit | ☐ |
| 5. | Other Audits | ☐ |
| 6. | Personal Administration and Office Management | ☐ |
| 7. | Accounts Functions | ☐ |
| 8. | Entitlement Function | ☐ |
| 9. | Training | ☐ |

- 10. Systems, O & M Computerisation ☐
- 11. Any other fields (Please specify). ☐

10. Training

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer (while specifying the areas of training it is not necessary to confine to the fields referred to in col.9).

C. ADDITIONAL ATTRIBUTES FOR ACCOUNTS/AUDIT OFFICERS/SENIOR ACCOUNTS/SENIOR AUDIT OFFICERS

1. Planning ability

Please comment whether the officer anticipates problems, work needs and plans accordingly and is able to provide for contingencies.

2. Decision-making ability

Please comment on the quality of decision-making and the capacity to take decision at his/her level on matters within delegated areas.

3. Coordination ability

Please comment on the extent to which the officer is able to achieve coordination in formulation and implementation of tasks and programmes by different functionaries involved.

4. Attitude towards environment

Please comment on his/her relations with the audited organizations and ability to elicit cooperation from them.

Please comment on his/her attitude towards redressal of grievances relating to personal claims.

PART IV

GENERAL

1. **State of health**

2. **Integrity**

(Please see Note below the instruction)

3. **General Assessment**

Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above. If the officer reported upon is an Accounts Officer/Audit Officer, please state special characteristics and/or any abilities deserving appointment as Welfare Officer and/or promotion to I.A & A.S.

4. **Grading**

(Outstanding/Very Good/Good/Average/Below Average)

(An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out and the grading should be consistent with and conform to the assessment made in Part III).

Place:

Signature
Name (in block letters)

Date:

Designation
(During the period of
Report)

PART V

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer.
2. Are you satisfied that the Reporting Officer had made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Officer given by the Reporting Officer?

(In case of disagreement, please specify the reasons)
Is there any thing you wish to modify or add?
4. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the Officer including the grading.
5. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Place:

Signature
Name (in block letters)

Date:

Designation
(During the period of
Report)

PART VI

This part of C.R. Form stands deleted from the reporting year 1987-88 vide Circular No. NGE/99/87 in letter No. 1327/N2/149-87 dated 16-12-1987.

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 6

Referred to in paragraph 5.11.1 of
CAG's MSO (Admn.) Vol.I

Confidential Report
on the Section Officer on Probation for the
Period 1st April, 199.....to 31st March, 199.....

Office of the.....

I. Particulars

- (1) Name of S.O. on probation.
- (2) Date of birth.
- (3) Qualifications.
- (4) Date of appointment on probation.
- (5) Substantive appointment held, if any.
- (6) Departmental Examination passed.

S.O.G. Examination Part I
S.O.G. Examination Part II
Revenue Audit

II. **Conduct**

Special comments on his traits of Characters, his general conduct and behaviour and integrity.

III. Progress in acquiring knowledge of rules, regulations, procedures and practices.

IV. Interest in work and aptitude.

V. General Assessment.

Signature of the Reporting Officer.....
Name (in block letters).....
Designation.....
Date
Signature of Reviewing Officer.....

FORM 7

**Confidential Report for Accountants/
Senior Accountants/ Auditors/Senior Auditors**

Name of the Official (in capital letters).....

Designation

Report for the period from.....to.....

**Form of Confidential Report on Accountants/Senior
Accountants/Auditors/Senior Auditors**

Report for the period from.....to.....

PART I

PERSONAL DATA

(To be filled by the Administrative Section of the Office)

1. Name of the Official
(in capital letters)
2. Designation
3. Date of Birth
4. Whether the official belongs to
Scheduled Caste/Scheduled Tribe ?
5. Educational qualifications inclu-
ding professional and technical
qualifications.
6. Departmental Examinations passed.
7. Date of continuous appointment
to the present grade.
8. Whether permanent/temporary/
officiating ?
9. Section in which served during the
period under report.
10. Period of absence from duty on
leave, training etc. during the year.

PART II

SELF APPRAISAL

(To be filled by the official reported upon)

1. Brief description of duties

2. Brief resume of the work done by you during the year/period fromto..... bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume to be furnished within the space provided limited to 100 words and is required to be signed).

Date:

(Signature)

PART III

ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form
before filling the entries)

1. Do you agree with the statement made in Part II ? If not, the extent of disagreement and reasons therefor.
2. State of health.
3. General Intelligence and Keeness to learn.
4. Standard of maintenance of registers and other documents assigned to him/her and promptness in closing and submission of registers and returns.
5. Knowledge of office procedure.
6. Knowledge of Rules, Regulations and Instructions in general and with particular reference to the work allotted to him.

Quality of work

- a. Ability to apply the relevant Rules and Regulations Correctly.
- b. Capacity for examining cases thoroughly.
- c. Quality of Noting and Drafting.
- d. Promptness in disposal of work.
8. Amenability to discipline.
9. Punctuality in attendance.
10. Regulations with fellow employees.
11. Integrity.

(Please see Note below Instructions)

12. Has the official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.
13. Has the official done any outstanding or notable work meriting commendations? Briefly mention them.

14. Grading

(Outstanding/Very Good/Good/Average/Below Average)

(An official should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

Place :	Signature of the Reporting Officer Name (in block letters)
Date :	Designation (during the period of report)

PART IV

REMARKS BY REVIEWING OFFICER

1. Length of service under the Reviewing Officer.
2. Are you satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the official given by the Reporting Officer?
(In case of disagreement, please specify the reasons)

Is there anything you wish to modify or add?

4. If the official reported upon is a member of a Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Official has been fair and just.
5. General remarks with specific comments about the meritorious work of the official including the grading.
6. Has the official any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Place :

Date :

Signature of the Reviewing Officer
Name (in block letters)
Designation
(during the period of **report**)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 8

Confidential Report for Private Secretary/

**Senior Personal Private Secretary/ Personal Private Secretary/Private Secretary
Stenographer Grade I/ Grade II/ Grade III**

Name of the Official (in capital letters).....

Designation

Report for the period from.....to.....

**Form of Confidential Report on
Senior Personal Private Secretary/ Personal Private Secretary/Private Secretary
Stenographer Grade I/ Grade II/ Grade III**

Report for the period from.....to.....

PART I

PERSONAL DATA

(To be filled by the Administrative Section concerned
of the Office)

1. Name of the Official
(in capital letters)
 2. Date of Birth
 3. Designation
 4. Whether the official belongs to
Scheduled Caste/Scheduled Tribe.
 5. Educational qualifications inclu-
ding professional and technical
qualifications.
 6. Departmental Examinations passed.
 7. Present grade.
 8. Date of appointment to the present
grade.
 9. Name of officers with designations
with whom employed during the
period under report.
- | | |
|--|---|
| | Name of the Officer,
Period with Designation |
|--|---|

10. Period of absence from duty (on leave, training etc.) during the year.

PART II

SELF ASSESSMENT

(To be filled by the official reported upon)

1. Brief description of duties.

2. Brief resume of the work done by you during the year/period fromto..... bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume to be furnished within the space provided limited to 100 words and is required to be signed).

Date:

Signature _____

Full Name _____

Designation _____

PART III

ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Do you agree with each and every significant statement contained in the resume (Col.2 of Part II) of the work done by the official?
2. State of health.
3. Regularity & Punctuality in attendance.
4. Proficiency and accuracy in stenographic work.
5. Intelligence, Keeness & Industry.
6. Trust-worthiness in handling secret & top secret matters & papers.
7. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.
8. General assistance in ensuring that matters requiring attention are not lost sight of.
9. Initiative & tact in dealing with telephone calls & visitors.
10. Ability to draft notes, letters, minutes, briefs and ability to prepare summary etc. (In case such items of work have been performed by the official).
11. (a) Has the official any special characteristics and/or any outstanding merits or abilities which would justify his/her selection for special assignments? If so, please mention these characteristics briefly.

(b) Recommendations regarding suitability for other spheres of work. (This should be substantiated).
12. Has he/she been reprimanded for indifferent work or for other causes during the period under report? If so, give brief particulars.
13. General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline, etc.

14. Integrity.
(Please see Note below Instructions)

15. Grading

(Outstanding/Very Good/Good/Average/Below Average)

(An official should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

Place :

Date :

Signature of the Reporting Officer
Name (in block letters)
Designation
(During the period of report)

PART IV

REMARKS BY REVIEWING OFFICER

(i.e. Next Superior Officer)

1. Are you satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

2. If the official reported upon is a member of a Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and Just?

3. General remarks.

Place :

Date :

Signature of the Reviewing Officer
Name (in block letters)
Designation
(during the period of report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 9

Confidential Report for Clerk

Name of the Official (in capital letters)

Designation

Report for the period from.....to.....

Form of Confidential Report in Respect of Clerk

Report for the period from.....to.....

PART I

PERSONAL DATA

(To be filled by the Administrative Section concerned
of the Office)

1. Name of the Official
(in capital letters)
2. Designation
3. Date of Birth
4. Whether the official belongs to
Scheduled Caste/Scheduled Tribe?
5. Educational qualifications including
professional and technical qualifica-
tions.
6. Departmental Examinations passed.
7. Date of continuous appointment to
the present grade.
8. Whether permanent, temporary or
officiating.
9. Section(s) in which served during
the period under report.
10. Period of absence from duty (on leave,
training etc.,) during the year/period.

PART II

SELF APPRAISAL

1. Brief description of duties.

2. Brief resume of the work done by you during the year/period
from.....to.....
bringing out any special achievements during the year/period. In the event of
shortfall in achievement furnish reasons. (The resume to be furnished within the
space provided limited to 100 words and is required to be signed).

Date :

(Signature)

PART III

ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Do you agree with the statement made in Part II ? If not, the extent of disagreement and reasons therefor.
2. State of health.
3. General intelligence and keenness.
4. Proficiency in typing (in both speed and accuracy).
5. **Proficiency in work** :
 - (i) Standard of maintenance of diaries and other registers and returns assigned to him/her.
 - (ii) Promptness in closing and submission of registers and returns.
 - (iii) If the official was employed in Accounts & Entitlement work in A&E Office, give specific comment about his proficiency in the work assigned and promptness in disposal of work.
6. Intelligence, keenness and industry.
7. Amenability to discipline.
8. Punctuality in attendance.
9. Relations with fellow employees.
10. Has the official been reprimanded for indifferent work or for other causes during the period under report ? If so, please give brief particulars.
11. Has the official done any outstanding or notable work meriting commendation ? Briefly mention them.
12. **Integrity**
(Please see Note below instructions).

13. Grading

(Outstanding/Very Good/Good/Average/Below Average)

(An official should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).

Place :
Date :

Signature of the Reporting Officer
Name (in block letters)

Designation
(During the period of Report).

PART IV

REMARKS BY REVIEWING OFFICER

1. Length of service under the Reviewing Officer.
2. Are you satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Official given by the reporting officer?

(In case of disagreement, please specify the reasons)
Is there anything you wish to modify or add?
4. If the Official reported upon is a member of a Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Official has been fair and just.
5. General remarks with specific comments about the meritorious work of the official including the grading.
6. Has the official any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Place :
Date :

Signature of the Reporting Officer
Name (in block letters)

Designation
(During the period of Report).

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 10

**Confidential Report for Divisional Accountant/
Divisional Accounts Officers Grade I/Divisional
Accounts Officers Grade II**

Name of the Official (in capital letters).....

Designation.....

Report for the period from.....to.....

**Confidential Report for Divisional Accountants/
Divisional Accounts Officers Grade II/
Divisional Accounts Officers Grade II**

Report for the period from.....to.....

PART I

PERSONAL DATA

(To be filled by the Administrative Section concerned
of the Office)

1. Name of the Official
(in capital letters)
2. Designation (if the officer is an Emergency
Divisional Accountant, indicate so).
3. Whether the official belongs to Scheduled
Caste/Scheduled Tribe?
4. Date of Birth
5. Educational qualifications including Profe-
ssional and Technical qualifications.
6. Departmental Examinations passed.
7. Date of continuous appointment to the
present grade.
8. Present post and date of appointment
thereto.
9. If the officer is an E.D.A. the parent post.
10. Period of absence from duty (on leave, trai-
ning etc.), during the year. If he has under-
gone training, please specify.

PART II

To be filled in by the Officer Reported upon

(Please read carefully the instructions given at the end of the form before filling the entries).

1. Brief description of duties.

2A. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target.

Targets/objectives/goals

Achievements

2B. Please state briefly, the target set and the quantum of work done in regard to rendition of monthly accounts, maintenance of Guard files and other registers and furnishing of various returns.

3A. Please state briefly the shortfalls with reference to the targets/objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.

3B. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

3C. Any significant additional achievements apart from those mentioned to in Column 2.

3D. Training programmes attended.

(Signature)

PART III

To be filled in by the Reporting Officer

(Please read carefully the instructions given at the end of the form before filling the entries).

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answer relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives. In case you disagree with any of the remarks contained in Part II, the reasons thereof may be given.

2. Quality of output

Please comment on the officer's personal promptness and quality of performance having regard to the standard of work and programme objectives, and constraints, if any.

3. Knowledge of sphere of work

Please comment specifically on each of these: Level of knowledge of functions, rules and regulations, related instructions and their application in the field of work assigned to the officer.

B. ATTRIBUTES

1. Analytical ability

Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas.

2. Communication skill

Please comment on the officer's ability to communicate with brevity, clarity and accuracy both orally and in writing; ability to draft notes, briefs for meetings etc.

3. Initiative

Please comment on the capacity and resourcefulness of the officer in handling normal as well as unforeseen situations; willingness to take additional responsibilities and new area of work and capacity to initiate cases at his level.

4. Attitude to work

Please comment how far the officer can be relied upon, his sense of responsibility, the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematize his/her work.

5. Ability to inspire and motivate

Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

6. Supervisory ability

Please comment on the Officer's ability relating to:

Guidance in the performance of tasks
Review of performance (monitoring of key areas)
Enforcing disciplines

7. Inter-personal relations and team work

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a

member of a team and to promote team spirit and optimize the output of the team.

8. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society

Please comment on his/her understanding of the problems of Scheduled Castes/Scheduled Tribes/ Weaker Sections and Willingness to deal with them.

9. Aptitude and Potential

Please indicate possible lines of growth and development of the Officer.

10. Training

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.

PART IV

GENERAL

1. State of health

2. Integrity

(Please see Note below the instructions)

3. General Assessment

Please give an overall assessment of the Officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if not covered by the entries above.

4. Grading

(Outstanding/Very Good/Good/Average/Below Average)

(An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out and the grading should be consistent with and conform to the assessment made in Part III).

Place :

Date :

Signature
(Name in block letters)
Designation
(During the period of report)

PART V

REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer.
2. Are you satisfied that the Reporting Officer had made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the Reporting Officer?

(In case of disagreement, please specify the reasons)
Is there anything you wish to modify or add?
4. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.
5. Has the Officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Place :	Signature of the Reviewing Authority (Name in block letters)
Date :	Designation (During the period of report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, there fore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a Casual or superficial manner will be easily discernible to higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part V Column 2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. The Reporting Officer shall, in the beginning of the year set quantitative/physical targets in consultation with each of the officers with respect to whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the commencement of the reporting year In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special feature that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes and delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O.M. No. 51/4/64 Estt(a) dated 21-6-1965]

FORM 11

**Confidential Report for Group 'D' Employees of the
Indian Audit and Accounts Department
Employed on sensitive posts**

For the period 1st April 199.....to 31st March 199.....

Office of the.....

Full Name
(Capital letters)

Post held

Father's Name

Date of Birth

Educational and other qualifications

Date of appointment

- (i) In Govt. Service
- (ii) In I.A. & A.D.
- (iii) In the present Grade

Date of Confirmation

Work on which employed during the period of report

1. Regularity and Punctuality in attendance

2. (i) Whether wears office liveries regularly and properly

(ii) Amenability to discipline and official decorum

3. (i) Devotion to duty

(ii) Promptness in attending to work

4. Behaviour with colleagues and superiors

5. Can he read and write

(i) Regional Language

(ii) Hindi

(iii) English

6. Honesty and Integrity

7. General assessment

Signature of the Reporting Officer.....

Name (in block letters).....

Designation.....

Date.....

REMARKS OF THE REVIEWING OFFICER

The Reviewing Officer should carefully consider and state whether he accepts the assessment of the Reporting Officer in all aspect specially with reference to the assessment in column 8.

Signature of the Reviewing Officer.....

Name (in block letters).....

Designation.....

Date.....